

2014 PRESENTATION AGENDAS & HANDOUTS

Outdoor Special Events Brown Bag Lunch Series



The Office of Cultural Affairs is hosting a weekly Brown Bag Lunch Series beginning on March 5 and continuing until April 2. Presentations are scheduled with County and City experts. Attend and learn the newest information and tips for coordinating events in the City of San Jose. Attend as many session as you'd like - new event coordinators and season presenters are welcome.

Bring your lunch and enjoy an interactive meeting with City and County staff and other event producers. City will provide beverages and light desserts.

Brown Bag Lunch Series Schedule:

(One hour sessions begin at noon and include time for Q&A)

Date	Room	Presenter
3/5	550	City of San Jose Fire Department
3/12	955	Santa Clara County Department of Environmental Health
3/19	550	City of San Jose Department of Parks and Office of Cultural Affairs
3/26	1446	City of San Jose Environmental Services Department
4/2	550	City of San Jose Police and Transportation Departments

All sessions will be at City Hall, 200 E. Santa Clara Street.

Parking validation is available for the City Hall Garage (entrance is on 6th Street)

City of San José
Brown Bag Lunch Series-Fire Department
Wednesday, March 5: 12 noon to 1 pm
Conference Room 550

PRESENTORS:

- Dave Olmos
- Jason Bivens

MEETING OUTCOMES:

- Networking
- Ongoing New Learning

AGENDA:

Item	Time	Topic	Responsible
1.	12 to 12:05	Welcome, Review of Agenda & General Housekeeping Items	Tammy Turnipseed
2.	12:05 to 12:10	Introductions	All
3.	12:10 to 12:30	Fire Department Presentation	Dave Olmos, Jason Bivens
4.	12:30 to 12:55	Interactive-Q & A	All
5.	12:55 to 1 pm	Meeting Closure	Fawna Ferguson



Portable Propane Container Storage and Use Food Preparation Areas

The use and storage of propane gas (LPG) for cooking is controlled by the California Fire Code, and regulated by the San José Fire Department. The amount of propane (aggregate quantity) that you can have on site (storage or use) in any area is limited. In addition, the storage and use must be in strict compliance with all applicable Codes and Regulations.

Quantity of Propane in any Area:

1. The maximum amount you can have in one area is **100-gallons, or 499-pounds**. For the purpose of calculating the quantity, empty containers are considered to be full.
2. A storage/use area must be **at least 20-feet away from any other area**. An individual cooking booth using and/or storing propane is required to be 20-feet away from any other booth using propane, or both booths are considered part of the same area.
3. The Fire Department may approve additional storage areas, if the amount is below 100-gallons and the area separation distance is a minimum of 20-feet.
4. The Fire Department may approve a **"bulk storage area"** for quantities equal to or greater than 101-pounds, or 500-gallons, for the exchange of empty containers. These areas would require prior Fire Department approval and need greater separation distances and additional security precautions.

Additional Safety Requirements for Propane Storage and Use:

5. Propane cylinders must be at least 10-feet away from combustibles, weeds, grass, brush, cardboard, or trash.
6. Propane cylinders must be protected from public access by a fixed barrier.
7. Propane cylinders must be protected from damage, stored in an upright position, and be firmly secured on a substantially level surface.
8. Storage areas shall be set up to minimize tampering and exposure to high temperatures.
9. Propane cylinders must all be labeled "Flammable", and "LPG" or "Propane."
10. Propane cylinders must have a cap, or collar to prevent damage from falling or tipping.
11. Propane storage areas shall not be near a means of egress. (Each vendor/food booth shall have at least one clear unobstructed exit pathway, 3" wide by 6'8" high.
12. **Smoking is prohibited within 15-feet. "No smoking" signs shall be posted.**
13. **Each cooking booth shall have a fire extinguisher with a minimum rating of 2A:10BC. Booths with deep-fat frying of flambé cooking shall also have a Type "K" extinguisher.**



PUBLIC SAFETY PLAN GUIDELINES

As required by the San José Fire Department for compliance with Section 404 of the California Fire Code and Section 17.12.420 of the San José Municipal Code, each applicant shall create a detailed Public Safety Plan for the proposed event. The final Public Safety Plan shall be submitted 14 days prior to the first event day and include the following:

- Emergency egress or escape routes for the outdoor special event space.
- Procedures for assisted rescue for persons unable to use the general means of egress unassisted.
- Procedures for accounting for employees, event attendees and event participants after evacuation have been completed.
- Identification and assignment of personnel responsible for rescue or emergency medical aid.
- The preferred and any alternative means of notifying event attendees and participants of a fire or emergency.
- The preferred and any alternative means of reporting fires and other emergencies to the fire department or designated emergency response organization.
- Identification and assignment of personnel who can be contacted for further information or explanation of duties under the Plan.
- A description of the emergency communication system (e.g. voice, alarm, etc), where provided, used during the outdoor special event to alert event attendees and participants of an emergency.
- Procedures for accounting for children who have been separated from their parents/guardians and assignment of event personnel responsible for the management of this procedure to ensure the safe return of the child.
- A description of how the permanent Fire Department connections, hydrants and other fire safety devices located at surrounding buildings and public areas will remain accessible during the event. The locations and access points to the fire safety devices should be reflected on the Event Site Map.
- For outdoor events where more than 1,000 persons shall congregate, identification and assignments of trained crowd managers shall be provided established at a ratio of one crowd manager to every 250 event attendees.



SAN JOSE FIRE DEPARTMENT MOBILE FOOD FACILITY STANDARDS

The City of San José Fire Department Fire Prevention Bureau conducts regulatory inspections of Mobile Food Facilities (Food Trucks) when utilized in conjunction with a Special Event. The Santa Clara County Department of Environmental Health (SCCDEH), Consumer Protection Division provides direction and oversight on the annual permitting process for these facilities.

Food Trucks participating in a permitted Special Event (Festival, Carnival, Street Fair, Farmers Market, etc.) in San José shall have a current valid SCCDEH permit, and be compliant with the following regulations:

- California Fire Code 2013 Edition (CFC)
- California Code of Regulations, Title 19 (CCR)
- California Mechanical Code 2013 Edition (CMC)
- California Health and Safety Code (H&S)

The Office of the State Fire Marshal amended CFC §904.11 to clarify the application of Underwriters Laboratories Standard 300 (UL 300). **These regulations became effective January 1, 2008.** All automatic fire extinguishing systems used for the protection of commercial cooking operations that produce grease laden vapors shall comply with UL 300. All existing dry and wet chemical fire extinguishing systems installed for the protection of those operations shall comply with the UL 300 Standard no later than the second required servicing of the system after January 1, 2008.

CFC §904.11.6.2

Automatic fire extinguishing systems shall be serviced at least every 6 months and after activation of the system. Inspection shall be by qualified individuals, and a certificate of inspection shall be forwarded to the fire code official upon completion.

CMC §513.2.2

Commercial cooking equipment that produces grease laden vapors shall be provided with a Type I Hood (a kitchen hood for collecting and removing grease and smoke), in accordance with this code, and an automatic fire extinguishing system that is listed and labeled for its intended use as follows:

- 1) *Wet chemical extinguishing system, (NFPA 17A, Standard for Wet Chemical Extinguishing Systems), complying with UL 300, Fire Testing of Fire Extinguishing Systems for the Protection of Restaurant Cooking Equipment.*

Name
Subject
Date
Page 2 of 2

CCR, Division 1, §573(a)

Fire extinguishers with a Class K rating shall be provided for hazards where there is a potential for fires involving combustible cooking media (vegetable or animal oils and fats).

H&S §113789

(a) "Food facility" means an operation that stores, prepares, packages, serves, vends, or otherwise provides food for human consumption at the retail level, including, but not limited to, the following:

(1) An operation where food is consumed on or off the premises, regardless of whether there is a charge for the food.

(b) "Food facility" includes permanent and nonpermanent food facilities, including, but not limited to, the following:

(4) Commissaries

(5) Mobile food facilities.

ELECTRICAL POWER

1. Generators shall be placed in locations approved by SJFD for Outdoor Special Events use. Generator placement shall be a minimum of 20 feet away from tents and canopies and their locations shall be inaccessible to the public and cordoned off with caution tape.
2. Only **Diesel** or **Propane** portable generators are permitted for use during Special Events. Each generator shall have a minimum 40B:C rated fire extinguisher near its location and accessible for use.
3. Food trucks with pre-plumbed (inboard) gasoline generators are allowed to operate provided they are compliant with the California Mechanical and Electrical Codes.
4. Under no circumstances shall gasoline be stored in Food Trucks. Portable gasoline generators (outboard, mounted, or free-standing) are not permitted for use during Outdoor Special Events.
5. Refueling of approved generators is prohibited during event hours. No additional fuel shall be stored on site during event hours. During approved refueling times, no smoking or open flames shall be within 25 feet of refueling operations.
6. Extension cords and cables shall be of a grounded type and approved for outdoor use. Extension cords shall not be frayed, worn, or in pedestrian traffic areas unless they are secured. Cables shall be provided with cable ramps.
7. All electrical power shall be in locations free from potential water intrusion and not located near gutters or storm drains.



SAN JOSE FIRE DEPARTMENT OUTDOOR SPECIAL EVENTS STANDARDS

All Outdoor Special Events within the jurisdiction of the City of San José shall comply with all applicable regulations pursuant to the California Health and Safety Code and California Fire Code.

SCOPE

This standard shall apply to all individual cooking booths, mobile food trucks, vendor booths, tents, and any other **permitted activities** within a Special Event template.

PERMITS AND APPROVAL

Permits and approval may be required based upon the scope of operation and information submitted in the special event application.

DEFINITIONS

Cooking Booth: Any food service location that prepares food in a fixed location by a heating or cooking process including but not limited to grilling, frying, barbecuing, flambéing, deep fat frying, baking, warming and boiling.

Vendor Booth: All booths except cooking booths.

Food Truck: A mobile food facility that prepares food by a heating or cooking process including but not limited to grilling, frying, barbecuing, flambéing, deep fat frying, baking, warming and boiling.

Tent: A structure, enclosure or shelter, with sidewalls or drops, constructed of fabric or pliable material supported by any manner except by air or the contents that it protects.

Canopy: A structure, enclosure or shelter, without sidewalls or drops, constructed of fabric or pliable material supported by any manner except by air or the contents that it protects.

COOKING BOOTHS & VENDOR BOOTHS

1. All fabrics or membranes covering food booths shall bear a conspicuous and durable label indicating the material is flame resistant. Labeling and wording must be consistent with the requirements of Title 19 of the California Code of Regulations.
2. Decorative materials must be inherently fire resistive, or must be treated with fire retardant paint or spray.
3. Flooring material used within a cooking booth and under cooking equipment shall be non-combustible or fire retardant treated material.

Name
Subject
Date

Page 2 of 4

4. Each cooking booth and vendor booth shall have an exit, minimum 3 feet wide by 6'8" in height. (Booth framing shall not intersect exit path.)
5. Cooking booths shall have a minimum clearance of 10 feet on at least two sides, and a minimum clearance of 10 feet from all vendor booths.
6. Each vendor booth shall have a minimum clearance of 20 feet on at least one side with a minimum distance of 10 feet from any cooking booth.
7. Each vendor booth that utilizes a 10"x 10" canopy shall provide a means for securing the canopy to the ground/surface or it shall be removed.

FIRE DEPARTMENT ACCESS

1. All outdoor special events shall provide an unobstructed fire department access lane to accommodate emergency vehicle traffic.
2. Fire hydrants and fire department connections (FDC) shall have a minimum clearance of 5 feet on all sides from all outdoor event activities, structures, and vehicles.

FIRE EXTINGUISHERS

1. Each cooking booth shall be equipped with a fire extinguisher with a minimum rating of 2A:10B:C. (5lb dry chemical extinguisher)
2. For vendor booths, the maximum travel distance to a fire extinguisher with a minimum rating of 2A:10B:C shall not exceed 75 feet.
3. Booths that will be frying shall have a Class K Type fire extinguisher. (wet chemical)
4. Fire extinguishers shall be visible and accessible at all times.
5. Fire extinguishers shall be serviced annually and have a tag affixed indicating date of service.
6. Each generator location shall be provided with a fire extinguisher with a minimum 40B:C rating. The extinguisher shall be located near the generator and accessible at all times.

FRYING & OPEN FLAME COOKING

1. Frying is defined as any cooking operation or process whereby the product floats or is submerged in hot oil during the cooking process.
2. Frying is prohibited inside booths and shall be located a minimum distance of 18 inches from booth sidewalls and drops and 3 feet from open flame cooking devices.
3. Frying locations shall not be accessible to the general public.
4. Frying equipment shall be equipped with a temperature regulating device or another SJFD approved method of regulating temperature.
5. Each frying booth shall have a Class K Type fire extinguisher.

CHARCOAL COOKING

1. Charcoal cooking and storage of lighter fluid is prohibited inside booths.
2. Charcoal cooking shall be located a minimum distance of 10 feet away from tents, canopies, and membrane structures.
3. Charcoal cooking shall be located a minimum distance of 10 feet away from combustible structures and combustible materials including trees and vehicles.
4. Coals shall be disposed in metal containers approved by SJFD. Containers will be filled with water and coals soaked for a minimum of 30 minutes prior to disposal. Containers shall be provided by the vendor or event organizer.

5. Area around cooking apparatus shall be cordoned off with caution tape and a minimum distance of 10 feet from public access.

HEATING EQUIPMENT

1. All interior heating equipment shall be of an approved type and located a minimum distance of 18 inches from booth, tent, canopy, or membrane structure sidewalls and drop materials.
2. Heating equipment shall not be located within 18 inches of exits or combustible materials.
3. Outdoor cooking that produces sparks or grease laden vapors shall not be performed within 10 feet of a tent, canopy, or membrane structure.
4. Electrical heating equipment shall comply with the California Electrical Code and be UL listed.
5. Two burner camp type stoves or equivalent may be used only with approved fuel under the following conditions:
 - Do not add liquid fuel to stoves in booth, tent, canopy, or membrane structure.
 - Maximum of two gallons of fuel capacity on each appliance with no additional storage inside.
 - **Gasoline and Kerosene** are not permitted. No fuel storage is permitted within the booth, tent, canopy, or membrane structure.

LIQUEFIED PETROLEUM GAS (LPG)

1. The use of Propane as a source of fuel for heating is regulated by the National Fire Codes (NFPA58) and the California Fire Code (Chapters 24 and 38).
2. LP-gas equipment such as containers, tanks, piping, hoses, fitting, valves, tubing and other related components shall be approved and in accordance with the California Fire Code and California Mechanical Code.
3. LP-gas containers shall be located outside. All safety release valves shall be facing away from the tent, canopy, or membrane structure. Containers shall not be located in approved fire lanes.
4. Portable LP-gas containers with a capacity of more than 5 gallons shall have a minimum separation of 10 feet from combustible construction, tents, canopies, and membrane structures.
5. Portable LP-gas containers, piping, valves and fittings which are located outside and are used to fuel equipment inside a tent, canopy, or membrane structure shall be protected to prevent tampering, damage by vehicles or other hazards and shall be located in an approved location. LP-gas containers shall be secured in an upright position and separated by a minimum distance of 5 feet.
6. Rubber hoses or flexible metal hoses connecting the LP-gas cylinders with appliances must be approved for propane. The letters "LPG" and the symbol "U/L" on the hose are sufficient evidence of acceptability. Rubber hoses shall be fitted with factory made metal fittings.
7. Shut-off valves shall be provided at each fuel source. Tanks not in use shall be secured with all valves capped.
8. Storage of extra butane or propane tanks within tents, canopies, or membrane structures is not permitted.
9. Maximum outside storage of LP-gas containers is 10 gallon capacity per booth.

ELECTRICAL POWER

1. Generators shall be placed in locations approved by SJFD for Outdoor Special Events use. Generator placement shall be a minimum of 20 feet away from tents and canopies and their locations shall be inaccessible to the public and cordoned off with caution tape.
2. Only **Diesel** or **Propane** portable generators are permitted for use during Special Events. Each generator shall have a minimum 40B:C rated fire extinguisher near its location and accessible for use.
3. Food trucks with pre-plumbed (inboard) gasoline generators are allowed to operate provided they are compliant with the California Mechanical and Electrical Codes.
4. Under no circumstances shall gasoline be stored in Food Trucks. Portable gasoline generators (outboard, mounted, or free-standing) are not permitted for use during Outdoor Special Events.
5. Refueling of approved generators is prohibited during event hours. No additional fuel shall be stored on site during event hours. During approved refueling times, no smoking or open flames shall be within 25 feet of refueling operations.
6. Extension cords and cables shall be of a grounded type and approved for outdoor use. Extension cords shall not be frayed, worn, or in pedestrian traffic areas unless they are secured. Cables shall be provided with cable ramps.
7. All electrical power shall be in locations free from potential water intrusion and not located near gutters or storm drains.

FIRE SAFETY TIPS

1. Know where the nearest fire extinguisher is located and how to use it.
2. DO NOT leave cooking operations unattended.
3. DO NOT wear loose fitting clothing while cooking.
4. DO NOT spray lighter fluid on charcoal that has been previously ignited.
5. Keep combustibles away from heat sources.
6. In case of emergency, stay calm and **DIAL 9-1-1.**



STANDARDS FOR TENTS, CANOPIES, AND TEMPORARY MEMBRANES

*Authority Cited: 2013 Edition California Fire Code (CFC)
City of San José Municipal Code Section 17.12.250*

These standards shall apply to any temporary membrane structure, tent, or canopy accordance with the California Code of Regulations (CCR) Title 19.

Temporary membrane structures, tents, and canopies shall be used for a period of not more than 180 days within any 12-month period at a single facility unless approved by the local Building Official. A tent or temporary membrane structure having an area in excess of **200** square feet, or any canopy in excess of **400** square feet, may be required to have an inspection for approval. Permits and approval shall be in accordance with requirements of the Fire Marshal.

A. DEFINITIONS

For the purposes of this document, the following definitions shall apply:

Canopy - A temporary structure, enclosure, or shelter constructed of fabric or pliable materials supported in any manner other than by air or the contents it protects, which is open, without side walls or drops on 75 percent or more of the perimeter.

Temporary Structure - Any enclosure or shelter constructed of materials as described in the California Fire Code (CFC) and erected for a period of less than 180 days.

Tent - Any temporary structure, enclosure, or shelter constructed of fabric or pliable material supported in any manner other than by air or the contents it protects.

B. ACCESS, LOCATION, AND PARKING

1. Fire apparatus access shall be provided as outlined in CFC §503.2.1. Access roads shall have an unobstructed width of not less than 20 feet with vertical clearance of 13 feet, 6 inches.
2. Temporary membrane structures, tents, and canopies shall not be located within 20 feet of buildings, property lines, parked vehicles, internal combustion engines, or other temporary membrane structures, tents, or canopies. For the purpose of determining required distances, support ropes and guy wires shall be considered as part of the temporary membrane structure, tent, or canopy.

Exception: *Separation distance between temporary membrane structures, tents, and canopies not used for cooking is not required when the aggregate floor area does not exceed 15,000 square feet. Also, the Fire Marshal may approve tents located in or on permanent buildings provided that such use does not constitute an undue hazard.*

C. STRUCTURAL STABILITY

Temporary membrane structures, tents, and canopies and their appurtenances shall be adequately braced and anchored to prevent weather-related collapse. Documentation of structural stability shall be furnished to the Fire Chief upon request.

D. FLAME RETARDANT TREATMENT AND STANDARDS

1. Side walls, drops, and tops of temporary membrane structures, tents, and canopies shall be composed of flame-resistant material or shall be treated with a flame retardant in an approved manner. All floor coverings, bunting, combustible decorative materials and effects, including sawdust when used on floors or passageways, shall be composed of flame-resistant material or shall be treated with a flame retardant in an approved manner.
2. The grounds outside and adjacent to or within 30 feet of temporary membrane structures, tents, and canopies shall be kept free and clear of combustible wastes. Such wastes shall be stored in approved containers until removed from the premises.
3. Temporary membrane structures, tents, and canopies shall have a permanently-affixed label bearing the following information:
 - a. Identification of temporary membrane structure, tent, or canopy, size and fabric or material type;
 - b. For flame-resistant materials, necessary information to determine compliance with this standard;
 - c. For flame-retardant treated materials, the date that the temporary structure, tent, or canopy and other combustible materials were last treated with an approved flame retardant;
 - d. The trade name and type of flame retardant utilized in the flame-retardant treatment;
 - e. The names of the person and firm that applied the flame retardant.

E. MAXIMUM OCCUPANT LOAD

Occupant load requirements shall be in accordance with the provisions of Chapter 10 of CFC.

F. EXITS

1. Exits shall be spaced at approximately equal intervals around the perimeter of the temporary membrane structures, tents and canopy and shall be located such that all points are 100 feet or less from an exit.

F. EXITS (Continued)

2. Exits shall be provided in accordance with the following table:

CFC TABLE 3103.12.2
MINIMUM NUMBER OF EXITS AND EXIT WIDTHS FOR
TEMPORARY MEMBRANE STRUCTURES, TENTS AND CANOPIES*

Occupant Load	Minimum Number Of Exits	Tent or Canopy Exit Opening Size	Air-supported Structure Exit Opening Size
10 to 199	2	72 in.	36 in.
200 to 499	3	72 in.	72 in.
500 to 999	4	96 in.	72 in.
1,000 to 1,999	5	120 in.	96 in.
2,000 to 2,999	6	120 in.	96 in.
Over 3,000	7	120 in.	96 in.

* The total width of means of egress in inches shall not be less than the total occupant load served by a means of egress multiplied by 0.2. Such widths of means of egress shall be divided approximately equally among the separate means of egress.

3. Exit openings from tents shall remain open unless covered by a flame-resistant curtain as follows:
- Curtains shall be free sliding on a metal support. The support shall be a minimum of eight (8) feet above the floor level at the exit. Curtains shall be so arranged that, when open, no part of the curtains obstruct the exit; and
 - Curtains shall be of a color, or bear markings that will contrast with, the color of the tent.

G. DOORS

Exit doors shall swing in the direction of exit travel. To avoid hazardous pressure loss from air-supported structures, such doors shall be automatic closing against operating pressures. Opening force at the door edge shall be in accordance with the Building Code.

H. MAINTENANCE OF MEANS OF EGRESS

- The required width of exits, aisles and passageways shall be maintained at all times to a public way.
- Guy wires, guy ropes, and other support members shall not cross a means of egress at a height of less than eight (8) feet.
- The surface of means of egress shall be maintained in an approved manner.

I. EXIT EILLUMINATION AND SIGNAGE

1. Means of egress shall be illuminated with light having an intensity of not less than one (1) foot-candle at floor level while the structure is occupied. Fixtures required for means of egress illumination shall be supplied from a separate circuit or source of power when occupant load exceeds more than 300.
2. Exit signs shall be installed at required exit doorways and where otherwise necessary to clearly indicate the direction of egress when the exit serves an occupant load of 50 or more.
3. Exit signs in temporary membrane structures, tents, and canopies with occupant loads of more than 100 persons shall be of an approved self-luminous type or shall be internally or externally illuminated by fixtures supplied in the following manner:
 - a. For occupant loads of 300 or less, two separate circuits, one of which shall be separate from all other circuits, shall be provided.
 - b. When the occupant load exceeds 300, two separate sources of power, one of which shall be an approved emergency system, shall be provided. Emergency power shall be supplied from storage batteries or on-site generator set, and the system shall be installed in accordance with the Electrical Code.

J. SEATING ARRANGEMENTS AND AISLE SPACING

1. Seating arrangements and aisle spacing shall be in accordance with Chapter 10 of the California Fire Code and meet the approval of the Fire Marshal.
2. For situations without fixed seats, the minimum clear aisle width shall be 36 inches where seats, tables counters, furnishings, displays, and similar fixtures or equipment are placed on one side of the aisle only, and 44 inches when such fixtures or equipment are placed on both sides of the aisle.
3. Aisles shall terminate at a cross aisle, foyer, doorway, or vomitory. Aisles shall not have a dead end greater than 20 feet in length.

J. SEATING ARRANGEMENTS AND AISLE SPACING (Continued)

4. When seating rows have 14 or fewer seats, the minimum clear width between rows shall not be less than 12 inches measured from the back of one seat to the nearest projection of the seat behind. The clear width shall be increased as follows:
 - a. For rows of seating served by aisles or doorways at both ends, there shall be no more than 100 seats per row. A minimum clear width of 12 inches between rows shall be increased by 0.03 inch for every additional seat beyond 14, but the minimum clear width need not exceed 22 inches.
 - b. For rows of seating served by an aisle or a doorway at one end only, the minimum clear width of 12 inches between rows shall be increased by 0.06 inch for every additional seat beyond seven, but the minimum clear width need not exceed 22 inches. In addition, the distance to the point where the occupant has a choice of two directions of travel to an exit shall not exceed 30 feet from the point where the occupant is seated.
5. When there are more than 300 seats, loose seats, folding chairs, or similar seating facilities that are not fixed to the floor shall be bonded together in groups of three or more. Bonding of chairs is not required when tables are provided for dining or similar purposes.

K. SMOKING AND OPEN FLAMES

Smoking shall **not** be permitted in any temporary membrane structure, tent or canopy, or in any adjacent areas where hay, straw, or any other combustible materials are stored or used unless approved by the Fire Marshal. Approved "NO SMOKING" signs shall be conspicuously posted.

L. FLAMMABLE OR COMBUSTIBLE LIQUIDS AND LIQUIFIED PETROLEUM GAS (LPG)

1. Flammable-liquid-fuel equipment shall not be used in temporary membrane structures, tents, or canopies.
2. Flammable and combustible liquids shall be stored outside in an approved manner not less than 50 feet from temporary membrane structures, tents, or canopies. (CFC Section 3104.17.2)
3. LPG shall be located outside and in accordance with CFC Section 3104.16.2. Safety release valves shall be pointed away from temporary membrane structures, tents, or canopies.

4. Refueling shall be performed in an approved location not less than 20 feet from temporary membrane structures, tents, or canopies. (CFC Section 3104.17.3)

M. HOUSEKEEPING

1. Combustible vegetation shall be removed from the area occupied by a temporary membrane structure, tent, or canopy, and from areas within 30 feet of such a structure.
2. Hay, straw, trash, and similar combustible materials shall not be stored inside or within 30 feet of a temporary membrane structure, tent, or canopy being used for cooking or public assembly. (*Exception: Hay, straw, and similar combustibles treated with a flame retardant in an approved manner.*)

N. HEATING AND COOKING EQUIPMENT

1. Cooking equipment is permitted only inside tents used exclusively for the cooking of food. No other uses such as public assembly, sales, displays, etc. are permitted. (*Exception: The warming of food, cooking demonstrations, or similar activities where the equipment and operations involved do not present an ignition hazard as approved by the Fire Marshal.*)
2. Cooking equipment used in cooking tents shall be vented to the outside air by approved means. Where vents or flues are used, all portions of the tent or canopy shall be no less than 12 inches from the flue or vent. Solid fuel burning equipment shall be equipped with a spark arrestor having opening not exceeding ¼ inch wire mesh.
3. Tents where cooking is performed shall be separated from other temporary membrane structures, tents, and canopies by a minimum of 20 feet.
4. Outdoor cooking that produce sparks or grease-laden vapors shall not be performed within 20 feet of a non-cooking temporary membrane structure, tent, or canopy. All other cooking equipment shall be located a minimum of 10 feet from temporary membrane structures, tents, and canopies.
5. Only comfort-type heating equipment is permitted. All fuel-fired comfort heating equipment shall be located on the exterior of the temporary membrane structure or tent a minimum of 10 feet away. Heated air shall be ducted from the equipment to the temporary membrane structure or tent. Separate fuel supplies that are in use for comfort-heating equipment shall be located a minimum of 20 feet from the temporary membrane structure or tent. Stored fuel shall be located a minimum of 50 feet from the tent.
6. Heating and cooking equipment shall not be located within 10 feet of exits, exit pathways, tent or canopy fabric, or other combustible materials.

7. All cooking and heating equipment, tanks, piping, hoses, fittings, valves, tubing, and other related components shall be approved and in accordance with the Mechanical Code.

O. PORTABLE FIRE EXTINGUISHERS AND OTHER FIRE PROTECTION APPLIANCES

1. Minimum fire extinguisher coverage shall be provided in every temporary membrane structure, tent, or canopy as follows:
 - a. 200 to 500 square feet of floor area: one 2A:10B:C extinguisher;
 - b. 501 to 1,000 square feet of floor area: two 2A:10B:C extinguisher;
 - c. Each additional 2,000 square feet of floor area or fraction thereof: one 2A:10B:C extinguisher.
2. Fire extinguishers shall be provided for each kitchen, mess hall, power generator, or transformer location where flammable or combustible liquids are used, and in other locations in accordance with Uniform Fire Code Standard 10-1.
3. At least one 40B:C type fire extinguisher shall be provided for each kitchen, mess hall, power generator, or transformer, and at locations where flammable or combustible liquids are used, stored, or dispensed.
4. Other fire appliances shall be maintained at the site as may be required by the Fire Marshal.

City of San José
Brown Bag Lunch Series
County of Santa Clara, Department of Environmental Health
Consumer Protection Division
Wednesday, March 12: 12 noon to 1 pm
Conference Room 550

PRESENTORS:

- Suzanne Lew

MEETING OUTCOMES:

- Networking
- Ongoing New Learning

AGENDA:

Item	Time	Topic	Responsible
1.	12 to 12:05	Welcome, Review of Agenda & General Housekeeping Items	Tammy Turnipseed
2.	12:05 to 12:10	Introductions	All
3.	12:10 to 12:30	Department of Environmental Health Presentation	Suzanne Lew
4.	12:30 to 12:55	Interactive-Q & A	All
5.	12:55 to 1 pm	Meeting Closure	Tammy Turnipseed

COUNTY OF SANTA CLARA

TEMPORARY FOOD FACILITY REQUIREMENTS

Department of Environmental Health
Consumer Protection Division
1555 Berger Dr., Suite 300
San Jose, CA 95112
408-918-3400
www.ehinfo.org



TEMPORARY EVENTS WEBSITE

- www.EHinfo.org
 - > Consumer Protection Division
 - > Temporary Events
- Fee Schedule
- Description of Risk Categories
- Applications and Forms
- Temporary Event Requirements

3/11/2014

2

TEMPORARY EVENT PERMIT

- Temporary Event Permits are required if food or beverages are sold or given away to the public at public events
 - For example: festivals, fairs, circuses, sporting events, grand openings, food fundraisers, etc.
 - *Exception:* Events organized by Non-Profit organizations that receive 100% donated food (includes beverages) from For-Profit food facilities may qualify for a Craven Act Exemption. Contact the Temporary Event Program Senior for information and forms
- PRIVATE events do NOT require a Temporary Event Permit
 - For example: birthday parties, weddings, closed meetings, etc.

3/11/2014

3

PRE-OPENING REQUIREMENTS

1. Valid permit issued by DEH
2. Approved potable water supply
3. Booth correctly constructed
4. Hand-wash facilities set up and operational
(Except in booths with all pre-packaged food)
5. Warewashing facilities set up and operational
(Except in booths with all pre-packaged food)
6. Adequate number of temperature controlled equipment, if facility handles potentially hazardous foods

3/11/2014

4

1. VALID PERMIT

- Temporary Food Facility Permit
 - Required whenever food or beverages are distributed to the public at a public event. This includes food given away for free
 - Each permit is valid only for the single event and location
 - Every booth must have a permit
 - Permits will be sent to the Event Coordinator
 - Post the permit in public view at the event

3/11/2014

5

1. VALID PERMIT

- Application submittal
 - Submit Temporary Food Facility application(s) and applicable permit fee(s) at least 2 weeks before the event to the Event Coordinator
 - Applications received within 2 weeks of the event date are charged a 25% late fee
 - Applications received within 1 week of the event date may not be approved
 - Annual Temporary Event Permit holders with current County of Santa Clara annual permit must submit applications. Late fees apply if submitted within 2 weeks

3/11/2014

6

1. VALID PERMIT

- Application submittal
 - Mobile Food Facilities (cart, truck or trailer) with a valid permit issued by Santa Clara County do not need to submit an application or fee
 - Mobile Food Facilities that are out-of-county are required to submit an application and fee

3/11/2014

7

1. VALID PERMIT

- Post permit in public view at the event
- Note: Vendor ID# requested on Temporary Food Facility application

Temporary Event Permit

09 CRAB FEED

Event Location: Start Date: 02/17/09, End Date: 02/17/09

Permit ID: E000000000

Vendor ID: F000000000

Applicant Name: Facility Name: Facility Address: Facility Phone Number: Non-Profit - Display in Public View

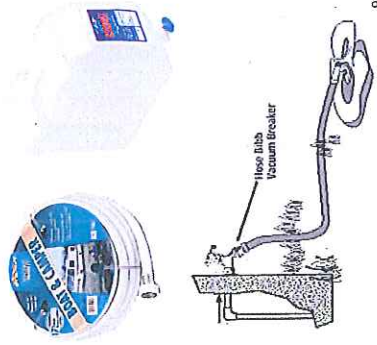
This permit is valid for the event only. It is not valid for other events. The permit holder is responsible for obtaining all necessary permits from other agencies. The permit holder is responsible for obtaining all necessary permits from other agencies. The permit holder is responsible for obtaining all necessary permits from other agencies.

3/11/2014

8

2. POTABLE WATER

- Must have an approved supply of potable water.
 - Commercially purchased bottled water
 - Municipal water
 - Approved well water
 - Back-flow device
 - Food-grade hose

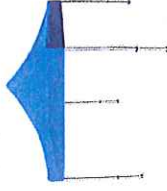


3/11/2014

9

3. BOOTH CONSTRUCTION

- **Pre-packaged foods** – minimum requirements
 - Overhead covering (canopy)
 - Cleanable flooring
 - *Cleanable floor:* asphalt or concrete is approved flooring. If on dirt, grass or other porous material, additional flooring such as a tarp or plywood is required. (see next slide)
- *Note:* Fire Department requires cooking booths to have a non-flammable floor covering. Blue poly-tarps are not non-flammable



3/11/2014

10

3. BOOTH CONSTRUCTION

Dirt, grass, decomposed granite, or porous surfaces



require additional flooring such as a tarp or plywood.



3/11/2014

11

3. BOOTH CONSTRUCTION

- **Un-packaged foods** - minimum requirements
 - Fully enclosed food booth with:
 - Overhead covering
 - Cleanable flooring
 - 4 side walls
 - Handwash station
 - Warewash station

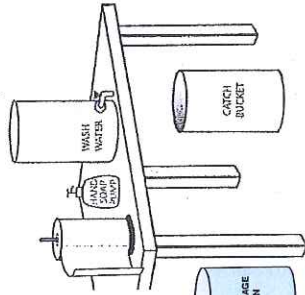


3/11/2014

12

4. HANDWASH STATION

- Required if unpackaged food is handled
- Prior to any food handling, handwash station must be operational **INSIDE** the booth
 - Water container with spigot that locks in open position
 - Liquid hand soap
 - Catch bucket for liquid waste
 - Paper towels single use
 - Garbage can for used paper towels



3/11/2014

13

5. WAREWASHING

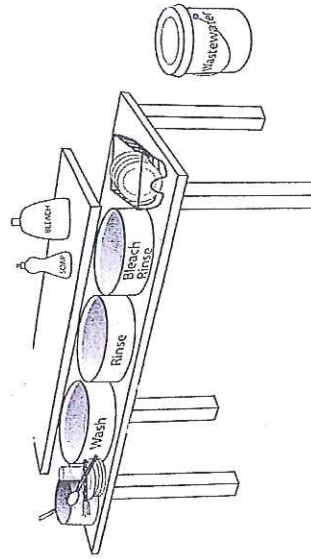
- Required if unpackaged food is handled
- Warewashing facility must be operational **INSIDE** booth before food preparation begins.
- Set up 3 containers large enough to hold the largest utensil or equipment
 1. Soapy water
 2. Clean rinse water
 3. Sanitizer solution
 - 100ppm chlorine = 1 tablespoon chlorine (unscented bleach) plus 2 gallons water
 - Test strips to test sanitizer



3/11/2014

14

5. WAREWASHING



3/11/2014

15

6. HOT/COLD HOLDING EQUIPMENT

- Provide enough hot & cold holding equipment to ensure proper temperature control
- BBQs may not be used for hot-holding food. They are for cooking only



3/11/2014

16

CDC 5 RISK CONTROL FACTORS

- Center for Disease Control has identified the following five risk factors as the most likely to cause food-borne illnesses:
 1. Poor Personal Hygiene
 2. Improper Holding Temperatures
 3. Improper Cooking Temperatures
 4. Cross Contamination
 5. Food from Unsafe Sources

3/11/2014

17

APPROVED SOURCE

- Food must come from approved sources
- NO HOME FOOD PREPARATION!



- Food can only be stored at an approved facility; food cannot be stored at home

3/11/2014

18

HANDWASHING

- Food handlers must wash hands frequently to prevent contamination of food

- Examples:

- Upon arrival to food booth
- After eating
- After using the restroom
- After touching face, hair
- After coughing, sneezing
- After smoking
- After handling raw meats
- After touching garbage



3/11/2014

19

HANDWASHING

- Glove use
 - Required if you have a cut or sore
 - Gloves are not a substitute for handwashing
 - If gloves get dirty or contaminated, you must change the gloves. Do not wash gloves
 - You must wash your hands *before* you put on gloves...each time!
- Hand sanitizer is not a substitute for washing hands with soap
- Use food-grade single use gloves



3/11/2014

20

HANDWASHING

- Warm water may be required in 2015
- What can I use to heat up the water?
- What kind of container can I use?



3/11/2014

21

EMPLOYEE HEALTH

- Employees experiencing sneezing, coughing or runny nose shall not work within the Temporary Food Facility
- Employees with a communicable disease shall be excluded from the Temporary Food Facility



3/11/2014

22

EMPLOYEE HABITS

- Personal items stored separate from food operation items
- Good employee hygiene
- No open cuts, sores. Apply bandage to wound then wear gloves
- Long hair restrained
- Wear clean clothing
- No smoking allowed
- No watches, rings
- No nail polish, artificial nails



3/11/2014

23

POTENTIALLY HAZARDOUS FOOD

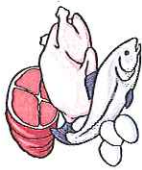
- Also called "PHF"
- What does PHF mean?
 - A food that requires time or temperature control to limit pathogenic micro-organism growth or toxin formation
- Non-PHF does not include
 - A food with an aw value of 0.85 or less (i.e. dry uncooked pasta, baked goods)
 - A food with a pH level of 4.6 or below when measured at 75°F (i.e. commercially prepared salad dressings)

3/11/2014

24

POTENTIALLY HAZARDOUS FOOD

- Examples:
 - Food of animal origin (chicken, beef, pork, etc.) that is raw or heat-treated (cooked, boiled, etc.)
 - Food of plant origin (fruit and vegetables) that is heat-treated
 - Raw seed sprouts or soy products



3/11/2014

25

POTENTIALLY HAZARDOUS FOOD

- Examples:
 - Cut (sliced) melons, cut tomatoes or mixtures of cut tomatoes
 - Garlic-in-oil mixtures (unless commercially manufactured)
 - Milk and dairy products
 - Cooked rice, beans and pastas



3/11/2014

26

TEMPERATURES

- Minimum cooking temperatures
 - Pork, egg, fish = 145°F
 - Ground meat = 157°F
 - Poultry, stuffed foods = 165°F
 - Reheating = 165°F

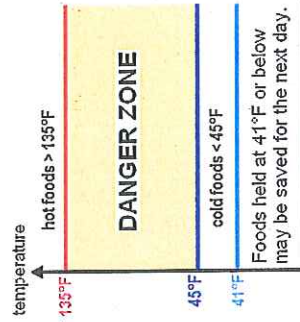


3/11/2014

27

TEMPERATURES

- Hot & Cold Holding
 - Hot hold foods at 135°F or above.
 - Discard hot foods at the end of the day
 - Cold hold foods at 45°F or below
 - For up to 12 hours in a 24-hour period, then discard at the end of the day
 - Foods held at 41°F at all times may be used the next day



3/11/2014

28

TEMPERATURES

- Provide a probe thermometer to check temperatures.
 - Clean and sanitize between uses
 - Wash, rinse, sanitize
 - Alcohol wipes may be used to sanitize



– No glass thermometers.

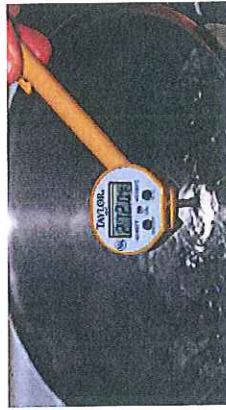
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3/11/2014

29

TEMPERATURES

- Metal Stem Thermometer Calibration.
 - To ensure the thermometer is accurate
 - 2 methods: Ice Point, Boiling Point



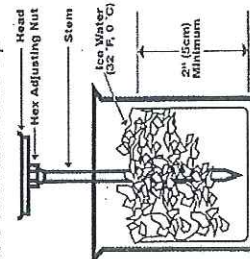
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30

TEMPERATURES

- Ice Point Thermometer Calibration Method
(for cold temperatures)

- Fill a glass with crushed ice. Add potable cold water to the top of the ice and stir well
- Insert thermometer at least 2 inches into the mixture. Do not touch the sides or bottom of the glass. Wait at least 30 seconds before adjusting
- Without removing the stem from the ice, hold the adjusting nut under the head of the food thermometer with a suitable tool and turn the head so the pointer reads 32°F



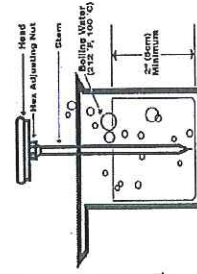
3/11/2014

31

TEMPERATURES

- Boiling Point Thermometer Calibration Method
(for hot temperatures)

- Bring a pot of potable water to a full rolling boil
- Insert thermometer at least 2 inches into boiling water. Do not touch the sides or bottom of the pot. Wait at least 30 seconds before adjusting
- Without removing the stem from the pot, hold the adjusting nut under the head of the food thermometer with a suitable tool and turn the head so the thermometer reads 212°F



3/11/2014

32

FOOD PROTECTION

- All food handling to be conducted inside food booth
- Store all food and equipment off the floor



3/11/2014

33



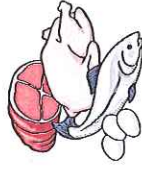
FOOD PROTECTION

- Prevent cross contamination
 - Store raw animal products below and separate from cooked and ready-to-eat foods
- After handling raw foods, thoroughly wash hands and wash, rinse and sanitize equipment, utensils and work area



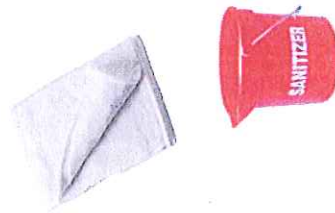
3/11/2014

34



FOOD PROTECTION

- Wiping towels
 - If used more than once, wet wiping towels shall be stored in a solution of sanitizer
 - For example,
 - 100 ppm chlorine =
 - 1 tablespoon bleach
 - in 2 gallons water
 - Label the sanitizer container



3/11/2014

35

FOOD PROTECTION

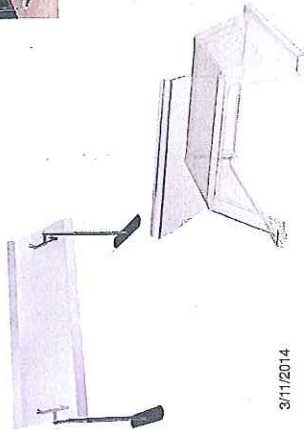
- Food/Beverage Sampling
 - Open food/beverage samples or portioning activities must have a handwash station and warewash station within the booth
 - Unpackaged food and beverages must be protected from contamination. Some examples:
 - Provide a sneeze guard
 - Store samples behind the customer counter and under control of the booth operator
 - If booth is outside, unpackaged food/beverage samples must be inside a fully-enclosed food booth

3/11/2014

36

FOOD PROTECTION

- Examples of sneeze guards
- Used for indoor events



3/11/2014

37

CUSTOMER SELF SERVICE

- Consumer utensils shall be only single-use
- Condiments available for customer self-service must be pre-packaged or in approved dispensing devices



3/11/2014

38

OUTSIDE COOKING

- BBQs, deep fryers and other cooking equipment may be located adjacent to the food booth IF required by the local Fire Department
- Hot holding of cooked foods are not allowed outdoors



3/11/2014

OUTSIDE COOKING

- Perimeter fencing (caution tape, barrier, fence, etc.) is required to prevent public access to outside cook area



3/11/2014

40

OUTSIDE COOKING

- BBQ's, deep fryer baskets, etc. are NOT approved as hot-holding equipment. They are for direct cooking only
- After cooking, food is to be brought inside the booth and placed in hot-holding equipment

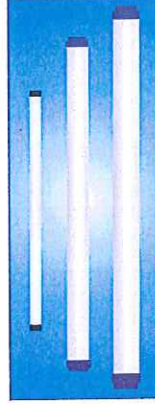


3/11/2014

41

LIGHTING

- Adequate lighting shall be provided
- Light fixtures over food or food preparation areas must have shatterproof light bulbs or covers

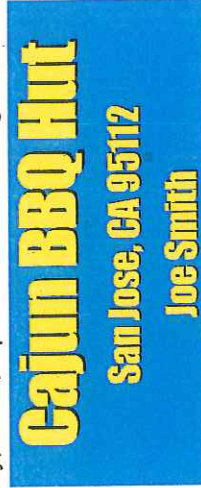


3/11/2014

42

FOR-PROFIT VENDOR SIGNAGE

- Facility name, city, state, zip code, and name of permittee (if different from facility name) must be posted on the food booth
 - Facility name = 3 inches high lettering
 - City, state, zip code = 1 inch high lettering



3/11/2014

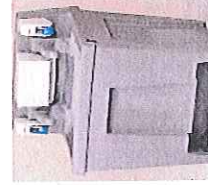
43

RESTROOMS

- At least 1 toilet facility for every 15 food service workers shall be provided within 200 feet of each food booth
- Each toilet facility shall have adjacent hand washing facilities



3/11/2014



44

WASTE DISPOSAL

- Leak-proof trash container must be provided inside booth
- Liquid waste shall be properly disposed of to the sanitary sewer such as a janitorial sink or graywater tank
- Grease and oils shall be properly disposed such as in a tallow bin
- Spent charcoal shall be properly disposed in a metal waste container



3/11/2014

47

CONDITIONS FOR CLOSURE

EXAMPLES:

1. Lack of valid health permit
2. Inadequate supply of potable water
3. Lack of adequate hand wash facilities
4. Lack of adequate utensil wash facilities
5. Food from an unapproved source
6. Employees or food handlers with signs of communicable disease
7. Lack of full booth enclosure when non-prepackaged food is present
8. Improper hot/cold holding temperatures
9. Improper water or wastewater connections

3/11/2014

46

THE END

City of San José
Brown Bag Lunch Series-PRNS/OCA
Wednesday, March 19: 12 noon to 1 pm
Conference Room 550

PRESENTORS:

- Melina Iglesias-PRNS
- Athena Trede-PRNS
- Katherine Thomas-PRNS
- Cassie Hunter-PRNS
- Tammy Turnipseed-OED/OCA
- Jim Peterson-OED/OCA

MEETING OUTCOMES:

- Networking
- Ongoing New Learning

AGENDA:

Item	Time	Topic	Responsible
1.	12 to 12:05	Welcome, Review of Agenda & General Housekeeping Items	Tammy Turnipseed
2.	12:05 to 12:10	Introductions	All
3.	12:10 to 12:30	PRNS/OCA Presentation -Services: Melina -Completed Application Components (Handout references are denoted by letter below): -Checklist (A): Melina -Timeline (B): Melina -Narrative (C): Katherine -Layout (D): Athena -Routes: • Park Trails (E1): Athena • City Streets (E2&E3): Jim -Insurance (F): Jim -Volunteers (G): Jim -Private Property (H): Jim *Handout also includes a Sample Safety Plan (I), Map (J) and Community Outreach Flyer (K)	Melina Iglesias, Athena Trede, Katherine Thomas, Cassie Hunter, Jim Peterson
4.	12:30 to 12:55	Interactive-Q & A	All
5.	12:55 to 1 pm	Meeting Closure	Tammy Turnipseed



AFRICAN AMERICAN COMMUNITY SERVICE AGENCY

304 N. 6th Street
San Jose, Ca 95112
Office: (408) 292-3157
www.sjaacsa.org

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Juneteenth 2013 Timeline

Thursday, June 13th

12:30pm – Walk through with Parks and Recreations

Friday, June 14th

8am - fencing and portolets arrive

12noon – Signage and banners setup

3pm - stage and tents setup

5pm - dumpsters arrive

5pm – greywater, charcoal and grease barrels arrive

8pm – Beverage truck arrives

8pm - overnight security arrives

Saturday, June 15th

7am - vendors arrive

8am - San Jose Conservation Corp setup up Eco-stations and covers park garbage cans

9am – Ice truck arrives

10am - vendor vehicles removed from park

11:30am – Admission booth is open (everyone over 12 must pay w/ exceptions)

12:30pm - event starts

12:30pm - alcohol sales starts

2pm – Grand Opening Ceremony

6pm - alcohol booths closed

7pm - event ends

8pm – Vendors can drive vehicle onto park for loading purpose

8pm – Vehicles in park can exit

8:30pm – overnight security arrives

Sunday, June 16th

7am - vendors arrive

10am - vendor vehicles removed from park

11am – park open to public for Church in the Park (free)

12pm - event starts

12:30 pm – Admission booth is open (everyone over 12 must pay w/ exceptions)

1pm - alcohol sales starts

6pm - alcohol booths closed

6:30pm - alcohol booths closed

7pm - event ends

8pm – Special events breakdown booths, stages are broken down.

9pm – Sidewalk within gate are steamed cleaned

Monday, June 17th

8am – Fence Breakdown – National Fencing

12:30pm – Walk through with Parks and Recreations



Heart & Stroke Walk

2013 Silicon Valley Heart and Stroke Walk – Event Narrative (draft)

Event Overview: The American Heart Association's Silicon Valley Heart and Stroke Walk will tentatively take place on Saturday, September 21, 2013 at the Arena Green West. It is a non-competitive 5K walk, with a 1-mile Survivor route, *Miracle Mile*. Each year millions of people participate in Heart Walks around the country. Each walker is asked to raise money from friends and family, coworkers, business acquaintances, association members, etc. The money that is raised each year will be used to fund the valuable research, education and advocacy efforts of the American Heart Association.

Set-Up: Friday, September 20 – AHA staff and volunteers will arrive at Arena Green at **7:00 am** to begin setting up the festival area. We would like to reserve the street parking on N. Autumn and St John. Set-up should be complete by 7:00 pm at which time we will have private overnight security. We will use Stuart Rentals for the tents, tables, chairs and stage. Portable toilets and hand wash stations will be delivered on September 20.

Event Day: Saturday, September 21 – AHA Staff and volunteers will arrive at 6:00 am to complete set up of the festival area, water stop, and route. The set-up of each area is described in detail below.

Parking: We are working with HP Pavilion to use their public parking structure, lots A, B & C – All of which will be marked.

Proposed Street Closure & Tow Zone: We will have N. Autumn closed, between W. Santa Clara St and St. John Streets for walkers crossing from the HP Pavilion and to set up the registration area. We will have tow zones on St. John Street to keep park entrances clear. Tow Zones to be implemented on St. John and N. Autumn as described above, from 9:00am September until 5:pm on September 21.

Registration/Check-In: The registration area will consist of 10 tables set up for volunteers to sit and help people register and turn in funds. It will be located in the park.

Accounting Tent: Just behind the registration area will be a 10x10 tent, with 4 walls, where our accounting volunteers will receive and count money. A police officer will be stationed outside of the tent at all times.

Volunteer Headquarters: We will have two 10x10 tents set up: one is for check in and the second is for volunteer food, drink, and t-shirts. The food and drink items will be donated and are available only to volunteers and staff.

Logistics Tent: A 10x10 tent will be used for extra materials and supplies and will be located next to the Volunteer tents.

First Aid/Lost & Found/Info Tent: A 10x10 tent will be located near the stage. Nursing students or nurses will be stationed here for first aid and volunteers will be there to provide basic information and handle any lost and found items.

C



Heart & Stroke Walk

- SJSU School of nursing, pending

FESTIVAL AREA:

In addition to having a main stage area, we will have sponsor booths and the following event areas.

Stage: A 20'x20' stage will be located on the South end of the grass parallel to W. Santa Clara Street. Prior to the start of the walk, we will have a short 15 minute warm-up session on the lawn in front of the stage, festival entertainment, and an emcee.

Sound Booth: The sound company will have a 10'x10' tent set up beyond the tables, to control the sound at the stage.

- o Pending, getting three quotes

Vendor/Sponsor Booths:

VIP Lounge: This is a separate area for our top walkers. A 20'x20' tent will be sectioned off with picket fencing and has private tables for walkers that raise \$1,000 or more. All VIP walkers are given a special badge to enter this area and enjoy food and massage. There will be a banner that labels the area as the VIP Area.

- o Additionally, Subway & Save Mart Grocery will have their own food tents
 - Subway will be bringing sandwiches prepared offsite at their stores.
 - Save Mart Grocery is bringing fruits, packaged foods, and water.

Food tent: A 10'x10' tent will be set up to provide fruit, snacks, and coffee. Items will be pre-packaged and/or donated. Coffee will be available to participants.

- o (4) Massage Tables will be set up by Roman Paradigm Massage.
- o (2) Chiropractic tables will be set up by San Jose Chiropractic Massage Therapy.
- o Edible Arrangements will be providing fruit, this will need to be covered

Kids Zone: This area will be at the North West end of the park. We will have a 10x20 tent for crafts for children. There will be a face painting table, and an inflatable bounce house will be set up in this area.

- o Additional items Pending

Lifestyle Change Awards: Two awards will be given to individuals who have changed their lives or lifestyles. The winners will be featured in this area.

Take the Pledge: Boston Scientific – Participants can sign a pledge to be healthier and then take a photo with their pledge. The pledge cards will be displayed in this area.

Memorial Area: This area serves as a memorial and reflection area. It will have a board for people to pin notes, photos, or mementos of loved ones who suffered from heart disease or stroke.



Heart & Stroke Walk

Learn more from me: The American Heart Association and American Stroke Association will have a staffed booth featuring information about heart and stroke health.

Health Screenings: O'Connor Hospital will provide equipment and health professionals to conduct blood pressure and heart screenings.

Survivor Lounge/Red & White Caps: El Camino Hospital will provide a special area for our heart attack and stroke survivors. It consists of a 10x20 tent with fencing to separate it from the event. Round tables are set up. This is a special area to relax and talk to other survivors.

Torches: A 10x20 tent will be provided for attendees to donate money for paper torches in honor of a loved one. The torches are red for heart, and white for stroke. A decoration station will be provided.

Stroke Pavilion: A 10x10 tent will be set up to provide information to attendees who would like to learn more about stroke symptoms, effects, and experience.

Walgreens: A 10x10 tent will be provided for this sponsor.

Kaiser Permanente: A 10x10 marketing tent will be provided to this sponsor to hand out company branded premium.

Get Healthy, Nutrition and Fitness: A 10x10 tent, staffed by AHA, will be provided for participants to come and learn more about healthy eating and exercise information.

Health Equities: A 10x10 tent, staffed by AHA, will be provided for participants to come and learn more about community based programs provided health equities, and signup for the Heart 360 program.

Go Red for Women: A 10x10 tent, staffed by AHA, will be provided for participants to come and learn more about GRFW initiatives and events.

Maintenance

Clean-up will be handled by Nothing Wasted Consulting. There will be two 4-yard dumpsters, one for recycling and one for trash, located in a parking space on St. John St. The dumpsters will be delivered on Friday, September 20 and picked up on Monday, September 23.

Portable Toilets

At the event site, we will have eight (8) regular portable toilets, two (2) ADA toilets and six (6) hand wash stations. All portables will be placed on Friday, September 20 and will be locked for the overnight duration until the event on Saturday, September 21. The portables will be picked up on Monday, September 23 by 10:00 am.

- o Pending, getting three quotes

Sound and Electrical

Sound provider – Pending

- Pending, getting three quotes

Request submitted. Electricity will be needed in three locations – stage, kid's zone, and accounting room.

Security

Two security officers will be staffed overnight on Friday, September 20, 6pm to Saturday, September 21, 6am. On Saturday, there will be police officers at the event to provide route safety at street crossings, and bank security on site.

- (1) Police Officer will be placed at accounting & bank area from 8:30am – 11:00am
- (2) Police Officers will be placed at Jullian Street crossing from 8:30am – 11:00am
- (1) Police Officer will be place at St. John Street crossing from 8:30am – 11:00am

First Aid

Bike monitors will be patrolling the route and route volunteers will be instructed to call 911 should an injury occur. (4) Volunteer nurses will be stationed at the event site. (4) Area Captains will have hand held radios to communicate emergency needs with Event Staff.



Heart & Stroke Walk

Proposed Route

The start line will be near the stage at the South end of Arena Green Park. Walkers will walk toward W. Santa Clara Street, turn left and then left again to enter the Guadalupe River trail. The walkers will walk North on the paved trail to Guadalupe River Trail. The route will continue towards W. St. John Street on Guadalupe River Trail, and participants will cross St. John St. with assistance from one (1) SJP. Participants will then continue north along the Guadalupe River Trail towards W. St. James Street, the trail continues under the bridge and then North towards Julian Street. Participants will cross Julian Street with assistance from two (2) SJP. Once participants reach Coleman Ave they will cross street with assistance from one (1) SJP. Once across Coleman Avenue walkers will travel north along the East end Heritage Rose Garden trail towards the end of the route to then loop around and head South towards Coleman Avenue via the west end of the trail. Once walkers reach Coleman Avenue they will turn left heading east along Coleman Avenue. Walkers will then reach the paved Guadalupe River Trail and head south along the trail towards W. St. James Street. All walkers will then follow the paved trail back to Arena Green Park. Finish line will be at same location, near stage at the South end of Arena Green Park. (See Route Map)

Survivor Route: The start line will be near the stage at the South end of Arena Green Park. Walkers will walk toward W. Santa Clara Street, turn left and then left again to enter the Guadalupe River trail. The walkers will walk North on the paved trail to Guadalupe River Trail. The route will continue towards W. St. John Street on Guadalupe River Trail, and participants will cross St. John St. with assistance from one (1) SJP. Participants will then continue north along the Guadalupe River Trail towards W. St. James Street, the trail continues under the bridge and then North towards Julian Street. Participants will cross Julian Street and then turn back at that point and continue south along the Guadalupe River trail, ending in the park.

Water Stops

We will have two (2) water stops on the route: the first will be along the Guadalupe River Trail at the 1.0 mile marker. The second will be located in the Heritage Rose Garden's pavilion area.

Miscellaneous

Some walkers will bring their dogs to walk with them. We allow dogs, but they must be leashed.

Advertising

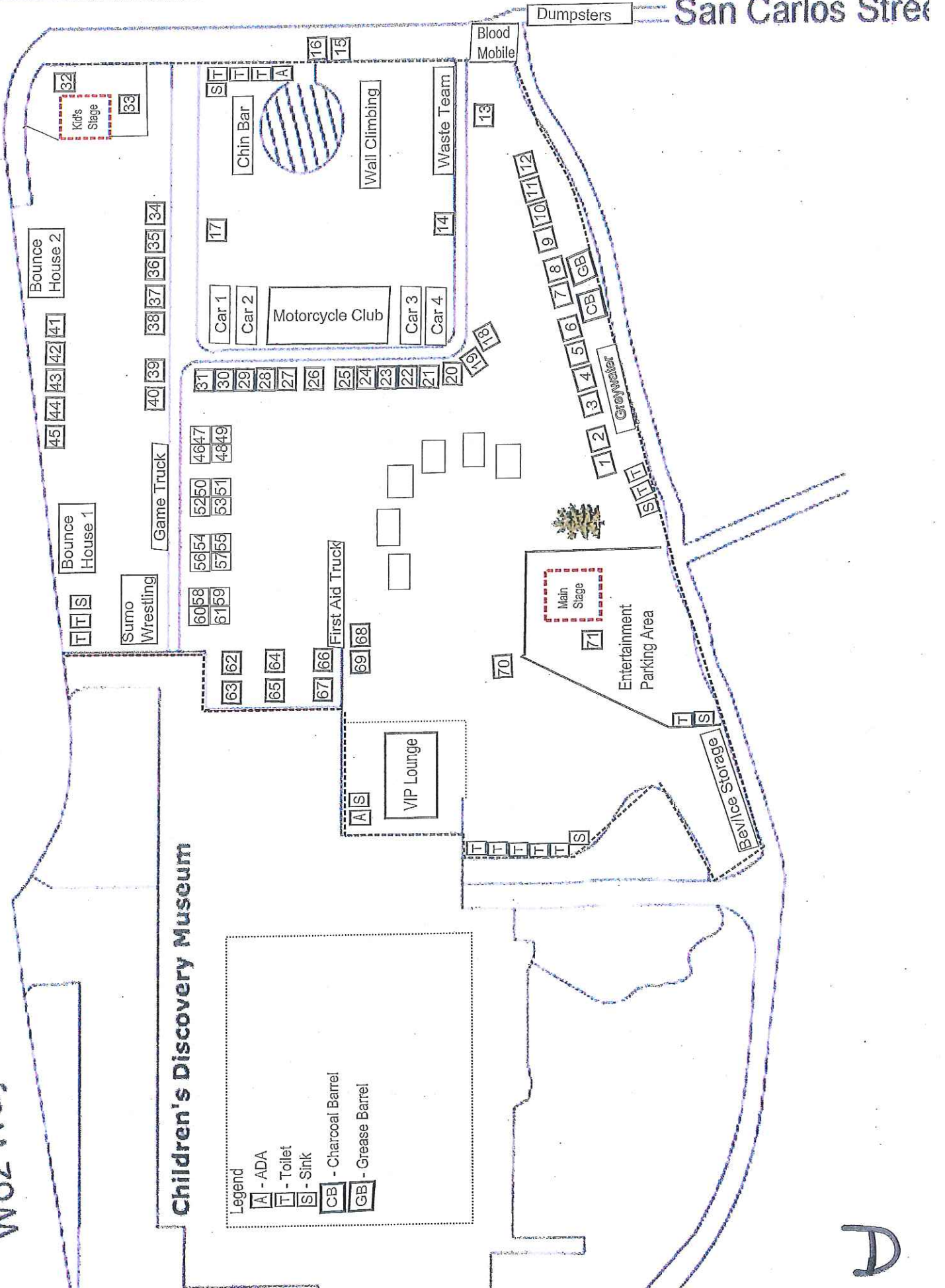
Calendar listings on websites and in community newspapers and PSA's on local radio stations.

- Working on list of publications

Woz Way

Children's Discovery Museum

- Legend
- A - ADA
 - T - Toilet
 - S - Sink
 - CB - Charcoal Barrel
 - GB - Grease Barrel



BE  THE MATCH®

WALK  RUN

SAN JOSE COURSE MAP APRIL 6, 2013



**Course Marshal**

**Water Station**

**5K**

**1K**

**Trail**

 5K TURN AROUND

MILE 2

MILE 1

START ● FINISH

EVENT VILLAGE

MILE 3

E1

BE THE ONE RUN
5K TURN AROUND

COURSE

CONES

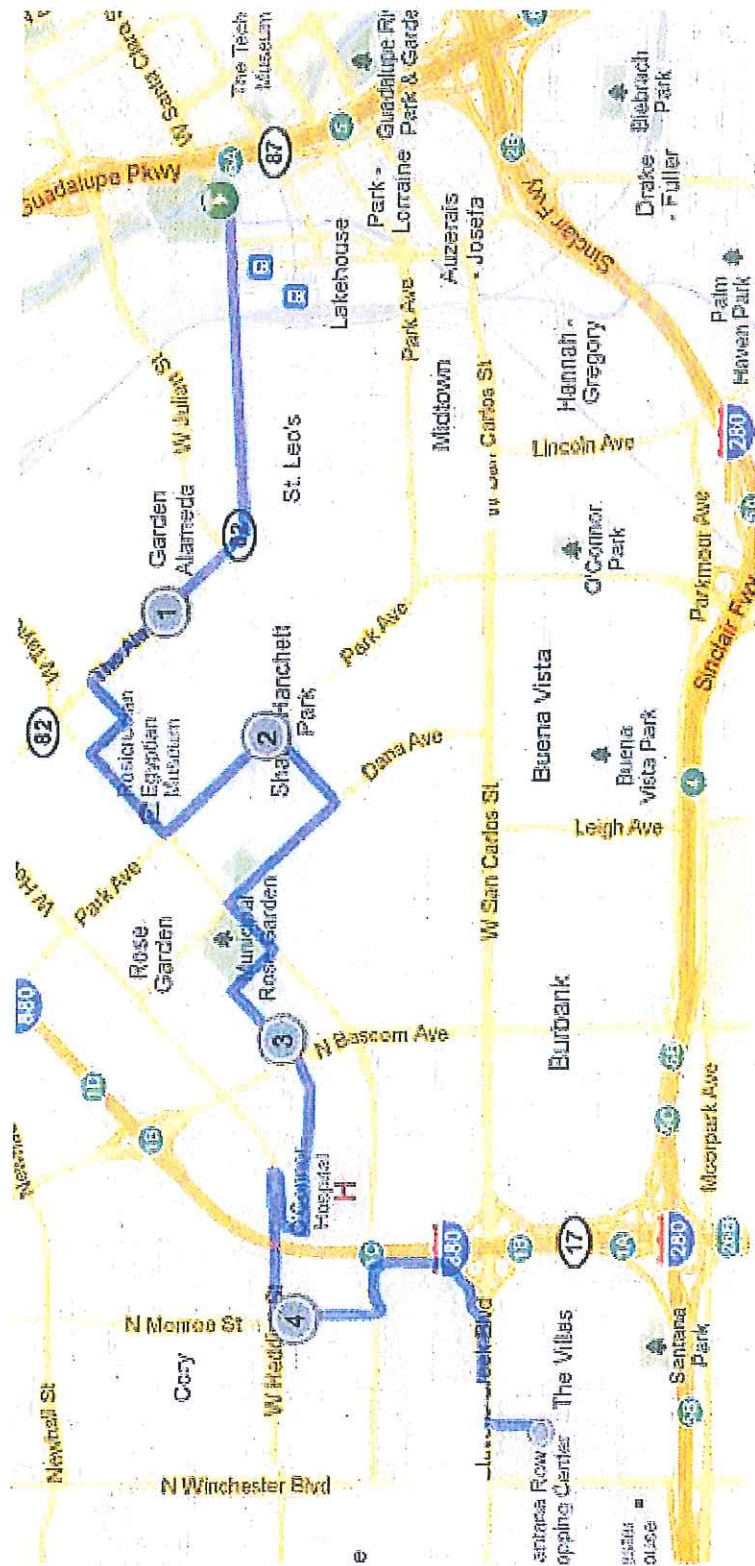
RECEIVED ON

March 28, 2013

CITY OF SAN JOSE
SPECIAL PARK USE -MI

Course Map

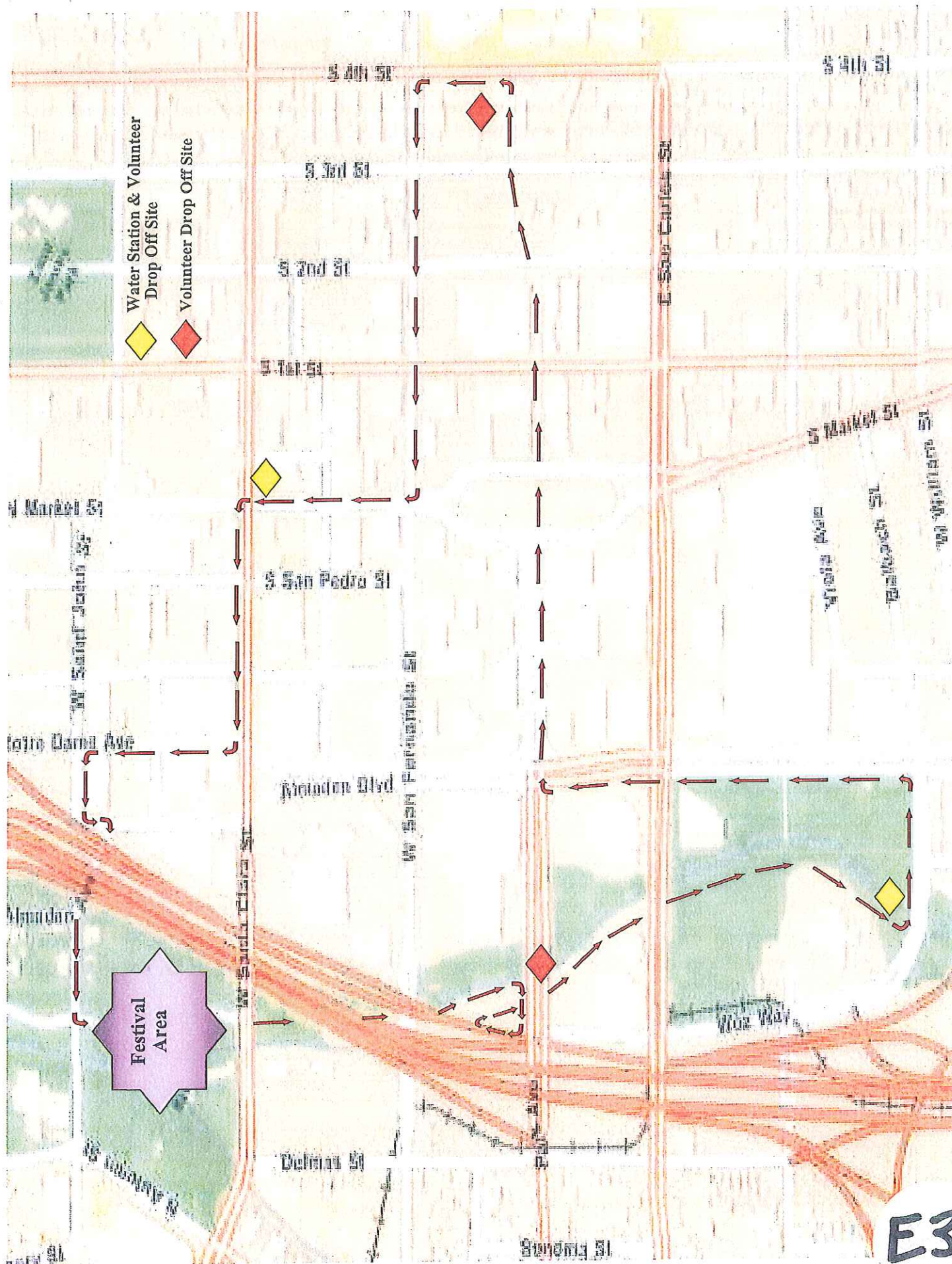
408k
RACE TO THE ROW



Course Description

- The Start will be on W. Santa Clara St. at Autumn Street in the westbound lanes.
- Head West on W. Santa Clara St./The Alameda, left on Randol Ave, right on Morse St., left on Naglee Ave.
- Turn left on Park ave, right on Calaveras Ave, right on Dana Ave, left on Naglee Ave.
- Just Past Municipal Rose Garden, right left on Garden street, left on Emory St, through Bascom Ave.
- Take Emory along the backside of O'Connor Hospital, turn right on Laurelei Ave.
- Arrive at W. Hedding St, where you make a U-turn to head West on W. Hedding St. under I-880 in the eastbound lanes.
- Turn left on Morse St, wind around Valley Fair, right on Stevens Creek Blvd in westbound lanes.
- Make your final turn by going left at Santana Row. The Finish line will be at the intersection of Santana Row and Tatum Lane.

E2





CERTIFICATE OF LIABILITY INSURANCE

SANJOSE-06

ANCI

DATE (MM/DD/YYYY)

6/7/2012

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Micheletti & Associates 99 Almaden Boulevard, Suite 800 San Jose, CA 95113	(408) 292-4900	CONTACT NAME: Cindy Anderson PHONE (A/C, No, Ext): 408-516-2917 E-MAIL ADDRESS: canderson@michelettiins.com FAX (A/C, No): 408-297-4949
INSURED San Jose Jazz Society 145 West San Carlos St. San Jose, CA 95113		INSURER(S) AFFORDING COVERAGE INSURER A: Philadelphia Indemnity Insurance Company INSURER B: Oak River Insurance Co. INSURER C: INSURER D: INSURER E: INSURER F:

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC		PHPK876379	7/14/2012	7/15/2012	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 3,000,000 Liquor Liability \$ 1,000,000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS		PHPK826507	2/3/2012	2/3/2013	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB EXCESS LIAB DED RETENTIONS					EACH OCCURRENCE \$ AGGREGATE \$ \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A	2200004133-121	2/3/2012	2/3/2013	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

The City of San Jose, its officers, employees, agents and contractors are evidenced as Additional Insureds with respect to liability per form PI-AS-010 (04/04)

CERTIFICATE HOLDER

CANCELLATION

City of San Jose
Office of Cultural Affairs
170 W. San Carlos Street
San Jose, CA 95113-2005

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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F

Volunteer Coordination

Volunteers can contribute greatly to the fun and success of your event and can save you money if they are properly instructed. Here are a few key suggestions that will help you convey their importance. It's so important for you as the event organizer to train and give your volunteers the information they need to help your event be a great success!

- Know what roles your volunteers will perform during your event
- Know how many volunteers and what their duties will be during their service.
- Give clear and concise instructions to your volunteers; give them written instructions of what is expected of them.
- Keep volunteers *engaged* and *working* throughout their entire event shift.
- Remember volunteers are not professionals, which means you need to be very explicit in your directions, and provide them oversight.
- Host an orientation/training session with your volunteers at least a week ahead of time.
- Discuss the roles and responsibilities you expect of them and give them overall event knowledge so they can answer the questions from the public.
- If you do not have time for an orientation/training session, meet with them at least the day of the event and provide instructions.
- Provide a copy of your volunteer manual to the Police Department prior to your event.
- Have your Volunteer Coordinator attend the Police Department Briefing before your event.
- When dealing with volunteers, show your appreciation for them and their service.
- Help the City identify your volunteers by dressing them in a brightly colored t-shirt or orange /reflective vest.
- *Feed Them!* This should go without being said, depending on how long your event is; a volunteer without any water or nourishment can lead to them leaving their post. Providing them a bottle of water and snacks is a small thank you for giving up their valuable time.

TEMPORARY USE OF PRIVATE PROPERTY FOR OUTDOOR EVENTS

Title 20 of the San Jose Municipal Code (SJMC) addresses the types of temporary outdoor event activities that may take place on private property and the conditions for permits issued for these events and activities based on the Zoning Code.

The Office of Cultural Affairs permits the temporary use of outdoor private property for events with three or fewer days held on private property. An Organizer is required to obtain a temporary event permit from the Office of Cultural Affairs, if the proposed event on private property:

- a) displaces required parking for the existing use of the site or
- b) requires a permit from the police department, fire department or the California Department of Alcoholic Beverage

Based on the zoning location of the parcel for the proposed event, use restrictions will include hours of operations, number of event allowed within a given period of time, the number of days the event may be held, minimum separation from adjacent residential uses, etc. A complete list of the restrictions may be found in the SJMC 20.80.1420 through 20.80.1490.

To process an Outdoor Special Event Application with a proposed use of private property, the application must include: a) the Assessor's Parcel Number and b) a letter from the property owner authorizing the use of the parcel of land for the event.

If an event required use of more than 3 days, the Event Organizer must obtain either a Special Use Permit or a Conditional Use Permit through Planning, Building & Code Enforcement

American Cancer Society
Making Strides Against Breast Cancer
October 26, 2012 – 8:00 am to 12:30 pm

Public Safety Plan

Emergency Escape Routes:

We have provided a detailed map with walking routes and meeting location highlighted. Please refer to the attached diagram (titled: 13MSB_Silicon_Valley_ArenaGreen_Safety_Plan). In the event that our participants need to escape the Arena Green, we have designated the adjacent meadow as our meeting location near the playground/carousel.

Procedures for Assisted Rescue:

Volunteers and staff members will be tasked with helping individuals that are not able to leave the Arena Green of their own accord. Should there be a medical incident that has taken place causing an individual to not be able to leave the area our onsite Medics and EMT will immediately be contacted by staff to help assist the individuals.

Procedures for accounting for employees, event attendees and event participants:

Once the evacuation is complete, staff will assembly by our Central trailer to make sure everyone is accounted for. For those that are not accounted for a master list with phone numbers will be given out to designated staff to call them on their cellphones. The lead staff will then speak to the attendees to ask them to gather into their individual teams to make sure that everyone is accounted for.

Identification of Rescue and Emergency medical Aid staff:

All American Cancer Society staff will have Kelly green shirts on which will have the words Staff bolded on the front and back. This will allow participants to know whom they are able to follow instructions from. Our Medic and EMT's will also be in uniform.

Preferred and alternative means of reporting fires and other emergencies:

Designated staff will have contact information for the local fire department, onsite medical staff and police should anything happen. Designated staff, which will be tiered so that multiple calls are not made, will then make the appropriate contact with the designated emergency response organization depending upon the emergency.

Emergency Communication System:

Our communication to our participants and staff regarding emergencies will first be announced through our audio system setup at our stage due to its central location. Should the system not be working designated staff will make announcements using a bullhorn with other volunteers and staff helping spread the word via their own voice.

Missing Children:

For any child that is separated from their parents/guardians we will make announcements from our stage letting our participants know that the child will be located right next to the stage at our green room tent. Should the event start to come to an end and no one has approached our green room tent we will contact the appropriate authorities to help with the situation.

Fire Hydrant Locations:

The fire hydrant that is located on West Saint John street will be kept clear the whole event. I have designated where the hydrant location is on attached diagram (titled: 13MSB_Silicon_Valley_ArenaGreen_Safety_Plan).

Train Crown Managers:

All event staff will be qualified in helping with crowd management during the event to make sure that all participants are directed to the correct location and designated meeting spot should an emergency occur.

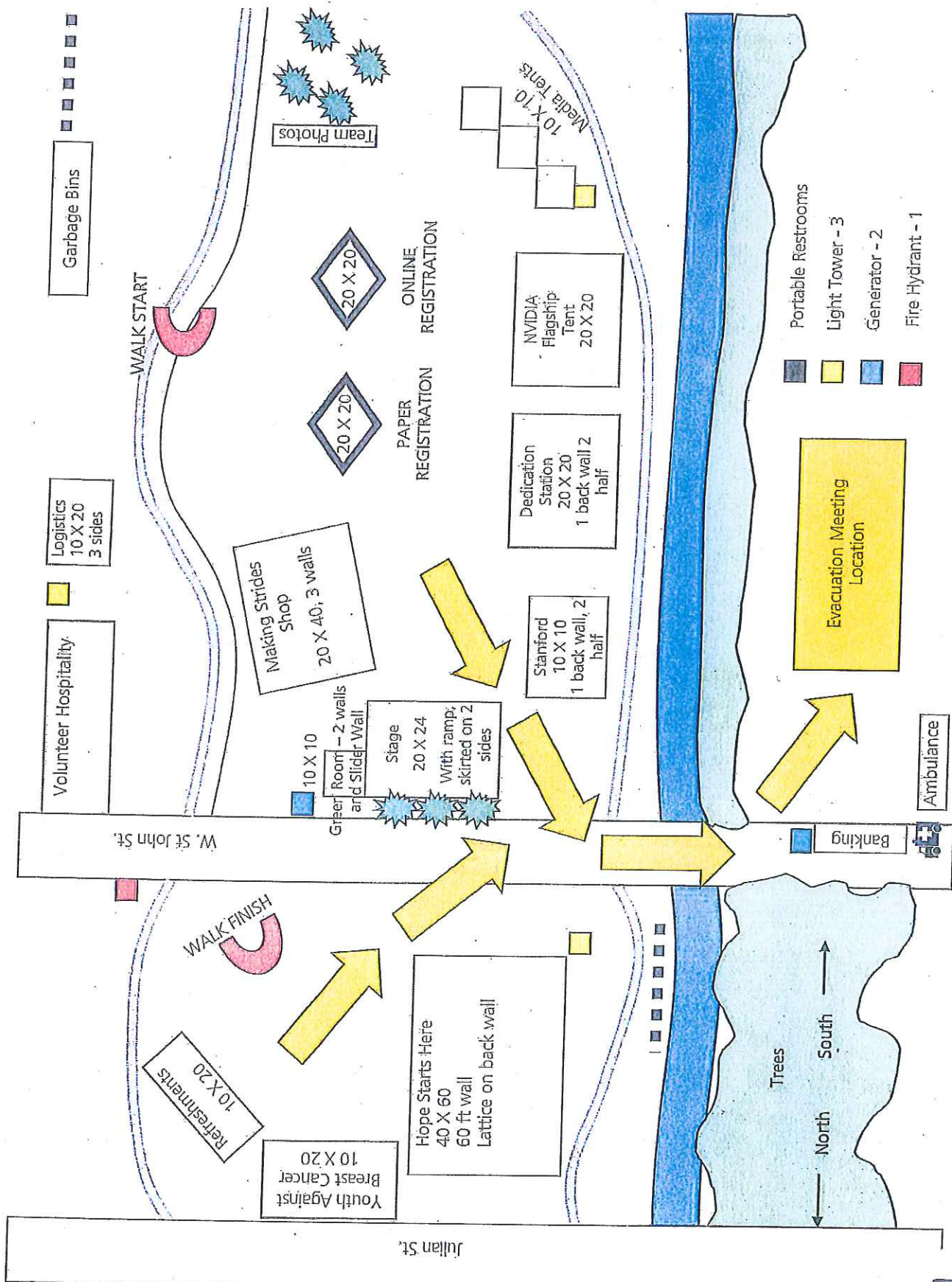
Main Contact Person:

Daniel Widner

408-688-0126 (Office)

408-316-4421 (Cellphone)

Daniel.Widner@cancer.org



5

PREPARED AHEAD NOTICE



APPLIED MATERIALS
SILICON VALLEY

Turkey Trot 2013

NOVEMBER 28
DOWNTOWN SAN JOSE

WHERE DOES THE RACE START?

BUS AND HIGH RAIL IMPACTS

RACE DAY CONTACT INFO

UP-TO-DATE
INFORMATION
CAN BE FOUND ON
SVTURKEYTROT.COM

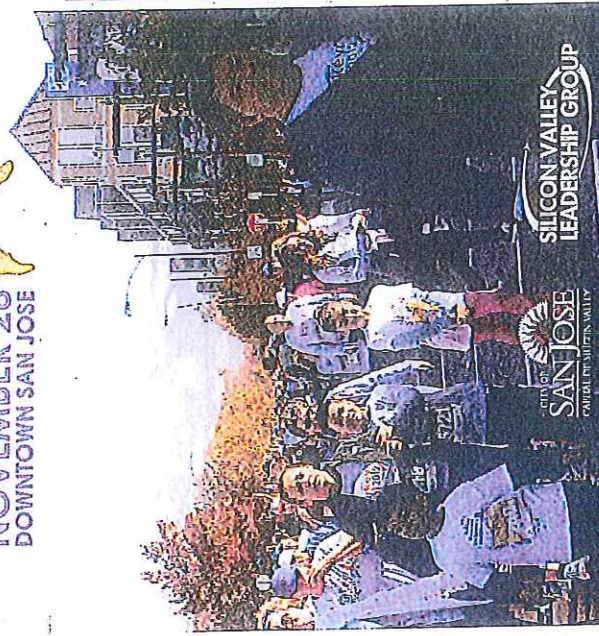
CHECK INSIDE FOR

- MAP
- PARKING/TRANSIT INFORMATION
- STREET CLOSURE TIMES
- CONTACT INFO

ROAD CLOSURE NOTICE

CHECK INSIDE FOR:

- MAP
- PARKING/TRANSIT INFORMATION
- STREET CLOSURE TIMES
- CONTACT INFO



City of San José
Brown Bag Lunch Series-Environmental Services
Wednesday, March 26: 12 noon to 1 pm
Conference Room 1446

PRESENTORS:

- Donna Thurmon
- Tina Gonterman

MEETING OUTCOMES:

- Networking
- Ongoing New Learning

AGENDA:

Item	Time	Topic	Responsible
1.	12 to 12:05	Welcome, Review of Agenda & General Housekeeping Items	Tammy Turnipseed
2.	12:05 to 12:10	Introductions	All
3.	12:10 to 12:30	Environmental Services Presentation	Donna Thurmon, Tina Gonterman
4.	12:30 to 12:55	Interactive-Q & A	All
5.	12:55 to 1 pm	Meeting Closure	Tammy Turnipseed

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Zero Waste Events Program Revamp



*Delivering world class utility services and programs
to improve our health, environment and economy*

Event Policies (1,000+ people on public property)

- No polystyrene F&B containers
- Use PETE plastic for cups 7 oz. or greater and paper cups for less than 7 oz.
- Collect, at minimum, plastics, glass, metals, and cardboard for recycling
- Submit a waste reduction plan and post-event diversion report (SJMC 9.10.1445)



*Delivering world class utility services and programs
to improve our health, environment and economy*

Zero Waste Events *NEW* Program

- Policy direction (state & local)
- Free recycling equipment (Eco-stations & reusable can covers)
- Free diversion dumpsters
- Free recycling staff services (SJCC) – includes *NEW* pilot that includes *pre-event planning, logistics, & working with food vendors*
- Online application & map
- Resources (website, webinars, trainings, templates)



*Delivering world class utility services and programs
to improve our health, environment and economy*

Free Services for Qualified Events

- Equipment loans (eco-stations and public litter can covers)
- San José Conservation Corps recycling services (various service levels)
- Recycling, compost/trash, compost only dumpsters
- Free waste processing (in lieu of landfilling)



*Delivering world class utility services and programs
to improve our health, environment and economy*

Requirements to Receive Free Services

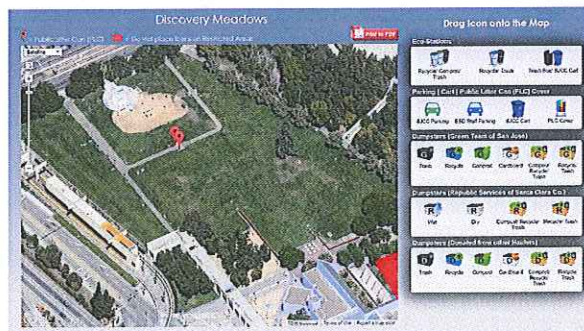
- Use approved food & beverage products
 - Order dumpsters via the application OR
 - Receive donated dumpsters from approved hauler
 - Use City-loaned Eco-stations
 - Include 3 messages in stage announcements
- NOTE: requests must be made online 45 days in advance of the event.



Delivering world class utility services and programs to improve our health, environment and economy.

Map Tool

- Partnership between City & SJSU
- Prototype sneak peek & demo



Delivering world class utility services and programs to improve our health, environment and economy.

Map Tool – Benefits for events

- Ideal for field use (mobile friendly)
- Google Earth familiarity (user friendly)
- Simplifies map requirements in a fun interactive way
- Easy to complete, submit & comply



*Delivering world class utility services and programs
to improve our health, environment and economy*

Online Application

- Update currently in progress.
- Event organizers will receive email via Constant Contact when available.

Link will be located on our [website](http://www.sanjoseca.gov/events-venues):
<http://www.sanjoseca.gov/events-venues>



*Delivering world class utility services and programs
to improve our health, environment and economy*



NEW Program Benefits

- Streamlined process
- Increased diversion
- Supports green jobs
- Use resources wisely
- Mobile phone friendly
- Happy event planners



Delivering world class utility services and programs to improve our health, environment and economy



Questions?

Tina Gonterman (408) 975 – 2522

tina.gonterman@sanjoseca.gov

Donna Thurmon (408) 975-2534

donna.thurmon@sanjoseca.gov





*Delivering world class utility services and programs
to improve our health, environment and economy*



Environmental Requirements for Event Vendors

This event is participating in the City of San José, Environmental Services Department's zero waste program. To abide by the Outdoor Special Event Permit and City policies and ordinances, please read and prepare to meet the requirements listed below and train all booth staff accordingly. We are recycling and composting all waste at this event, so you need to follow these requirements. You play an important role in our successful participation in this program!

1. All food service ware products **NEED TO FOLLOW these requirements.** See the *Food & Beverage Products: The Do's & Don'ts of Sustainable Selection* guide for more details.

- ✓ Polystyrene (also known as Styrofoam™ or #6 plastic products) which may be labeled with  in any shape or form are not allowed
- ✓ Cold beverage cups and lids 7oz and larger must be made from #1 plastic (a.k.a. PET and labeled with )
- ✓ Cold beverage cups smaller than 7oz must be made from paper or *BPI certified compostable** material
- ✓ Condiment, sample cups and lids must be made from paper or *BPI certified compostable** material
- ✓ Hot beverage cups and lids of all sizes must be made from paper or *BPI certified compostable** material
- ✓ Utensils must be made from *BPI certified compostable** material
- ✓ Stir sticks must be wooden not plastic
- ✓ Plates, bowls, boats, and clamshells must be made from paper or *BPI certified compostable** material
- ✓ Wraps and food sheets must be made from paper, aluminum foil or *BPI certified compostable** material

2. Recycling, Composting, and Trash Management

- ✓ Dispose of all materials in the appropriately-labeled dumpster (recyclables, compostables or garbage)
- ✓ Keep food scraps and compostable service ware separate from trash and recyclables. You may provide your own container (e.g. 5-gallon bucket) for this purpose, which can be emptied by recycling staff throughout the event. Request assistance from recycling staff if necessary. Don't use the attendee collection stations.
- ✓ Use a 96-gallon blue recycling cart for glass, plastics, and metals provided for your booth
- ✓ Flatten & stack cardboard at your booth for pickup by recycling staff during and after the event

3. Bring Your Own Bag Ordinance

- ✓ Merchandise vendors must comply with the Bring Your Own Bag Ordinance (Ord. 28877) as it applies to merchandise and craft vendors.
- ✓ It is also recommended that food and beverage vendors not hand out single-use plastic bags for food sold at the event to prevent litter.

* The *BPI certified compostable* logo seen to the right needs to be on the product packaging.



City of San José's Foam Food Container Ordinance

Who does this ordinance affect?

- Bars and pubs
- Cafeterias
- Caterers
- Convenience, liquor, & grocery stores
- Coffee shops
- Food kiosks
- Mobile food vendors
- Restaurants
- Street food vendors
- Supermarket delis

Ordinance Elements

- Effective **January 1, 2014** at **multi-state** restaurants;
- Effective **January 1, 2015** at **ALL** other food establishments, including mobile and street vendors;
- Requires restaurants to eliminate the use of expanded polystyrene (EPS), commonly known as Styrofoam™, food ware but does not prescribe an alternative, allowing restaurants to choose what best meets their business needs; and
- Provides financial hardship and unique packaging exemptions.

Resources

The following documents can be found at www.sanjoseca.gov/eps

- Exemption Request Form
- Foam Food Container Ordinance Document (NO. 29298)
- Frequently Asked Questions
- List of Foam Food Container Alternatives and Pricing

Tips to Stay on Track

- Use up your current supply of EPS food containers by the effective date that applies to your establishment.
- View the online list of alternatives and pricing to find the best product and price for your establishment.
- Contact your supplier to order non-foam food containers.
- Sign up for regular updates, email greentogo@sanjoseca.gov

Contact Us:

Visit: www.sanjoseca.gov/eps
Call: (408) 975-2588
Email: greentogo@sanjoseca.gov



The Do's & Don'ts of Sustainable Selection



Yes



No

Cold Cups

7 oz or larger including lids

- Plastic labeled with:
- Reusable

- Polystyrene (a.k.a. Styrofoam™)
- Plastic that may be labeled:
- Plastic look-alike compostable cups

Cold Cups

smaller than 7 oz including lids

- Paper (inside lined with plastic)
- Paper (inside lined with compostable plastic)
- Paper-like "BPI certified compostable"
- Reusable

- Polystyrene (a.k.a. Styrofoam™)
- Any plastic (may be labeled:)
- Plastic look-alike compostable cups

Hot Cups

including lids

- Paper (inside lined with plastic)
- Paper (inside lined with compostable plastic)
- Paper-like "BPI certified compostable"
- Reusable

- Polystyrene (a.k.a. Styrofoam™) and any plastic
- Paper cup with plastic insulated foam outer layer

Condiment & Sample Cups

- Paper (inside lined with plastic)
- Paper (inside lined with compostable plastic)
- Paper-like "BPI certified compostable"
- Reusable

- Polystyrene (a.k.a. Styrofoam™)
- Any plastic (may be labeled:)
- Plastic look-alike compostable cups

Utensils

- "BPI certified compostable"
- Wooden chopsticks / skewers / stir sticks
- Reusable
- Go utensil-less with finger foods

- Any plastic (may be labeled:)
- Non "BPI certified compostable" plastic

Plates, Bowls, Boats, Clamshells

- Paper (inside lined with plastic)
- Paper (inside lined with compostable plastic)
- Paper-like "BPI certified compostable"
- Reusable

- Polystyrene (a.k.a. Styrofoam™)
- Any plastic (may be labeled:)
- Plastic look-alike compostable products

Wraps & Food Sheets

- Paper
- Aluminum foil
- "BPI certified compostable"

- Non "BPI certified compostable" plastic
- Composite products (paper lined foil)

You can select any facility that can recycle or compost the above products in the YES column.
For more information on "BPI certified compostable" visit: <http://www.bpiworld.org/>

City of San José
Brown Bag Lunch Series
Police-Secondary Employment Unit and Transportation Departments

DATE: Wednesday, April 2nd

TIME: 12 noon to 1 pm

LOCATION: Conference Room T550

MEETING OUTCOMES:

- Networking
- Ongoing New Learning

PRESENTORS:

- Lt. Tom Sims, Police
- Sgt. Mark Clough, Police
- Manuel Cota, Transportation
- Brian Nelson, Transportation

AGENDA:

Item	Time	Topic	Responsible
1.	12 to 12:05	Welcome, Review of Agenda & General Housekeeping Items	Tammy Turnipseed
2.	12:05 to 12:10	Introductions	All
3.	12:10 to 12:30	Presentation: <ul style="list-style-type: none">• Police: Lt. Sims & Sgt. Cough• Transportation: Arian Collen & Manuel Cota	Lt. Tom Sims & Sgt. Mark Clough Manuel Cota & Brian Nelson
4.	12:30 to 12:55	Interactive-Q & A	All
5.	12:55 to 1 pm	Meeting Closure	Tammy Turnipseed

Special Event Public Safety & Traffic Control



Our Mission



- Provide public safety and traffic control for special events on City streets to meet the goals of event organizers, patrons, and local neighborhoods – Safe and Fun

Overview

- Street Closures / Traffic Control
 - Old Model
 - New Model (over past year)
 - PTCO / Crossing Guards
 - Equipment
 - DOT / PD Coordination
- Security
 - Staffing
 - Alcohol
 - Anticipated Attendance
 - Historical view
- Cost Estimates



Street Closures/ Traffic Control

- Old Model
 - Using PD personnel vs. equipment / lower cost personnel



Street Closure / Traffic Control

- New Model
 - Direction from City Council
 - Developed working group
 - Street closures
 - Weekly meetings with PD/DOT
 - PTCO/C.G., Volunteers
 - Routes
 - Equipment
 - GIS [Future]
 - Outcomes – 7% average savings



TOW-AWAY

- Procedure
- Permit
- Signs
- Tow Request
- Vehicles in Tow Zone



Security

- Overview of Duties
- Staffing
 - Alcohol
 - Anticipated Attendance
 - Historical View
- Encourage feedback



Regional Transportation Coordination








- Caltrans Encroachment Permits
- Railways
- VTA
 - Buses
 - Light Rail
- Construction

Cost Estimates






- No magic formula
- Key word "estimate"
- Based on decision made through collaborative effort PD/DOT
- Subject to change

QUESTIONS?

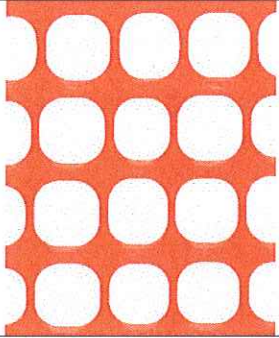

City of San Jose Department of Transportation

Item Provided	Picture	Approximate Cost/Unit
Tow Away Permit		\$30
Tow Away Signs		\$0.6976
Tow Away Posting Fee		\$85 (minimum)
Barricades		\$4
Type III Barricades		\$6
Cones		\$4
Delineators		\$4.25

City of San Jose Department of Transportation

Lighted Barricades		\$7.70
Metal Barricades		\$7.70
Trash Boxes		\$8
Vinyl Liners (50/box)		\$25
Road Closed/Detour Signs		\$5
"No Cans Bottles" Signs		\$5

City of San Jose Department of Transportation

Snowfence Material		\$1
New Signage		\$100
Street Sweeper		\$300

City of San Jose Department of Transportation

Frequently Asked Questions

Where do tow away signs need to be posted?

The signs should be posted every 50 feet or posted on every parking meter pole.

Where do I pick up tow away signs?

Window # 3 on the 1st floor of City Hall.

Who do I contact to tow a vehicle that has parked in the tow away zone?

To request a tow, complete section B of the form titled "Documentation in Support of Tow-Away Request" and call the Parking Compliance Unit (408)534-2900 between the hours of 7 am to 4:30 pm Monday through Friday. If no one answers or the request is for any other time call 311 (SJPD Communications Non-emergency Line) and request a Parking Compliance or Police Officer to tow the vehicle(s) in violation.

What do I do for an event vehicle parked in the tow zone?

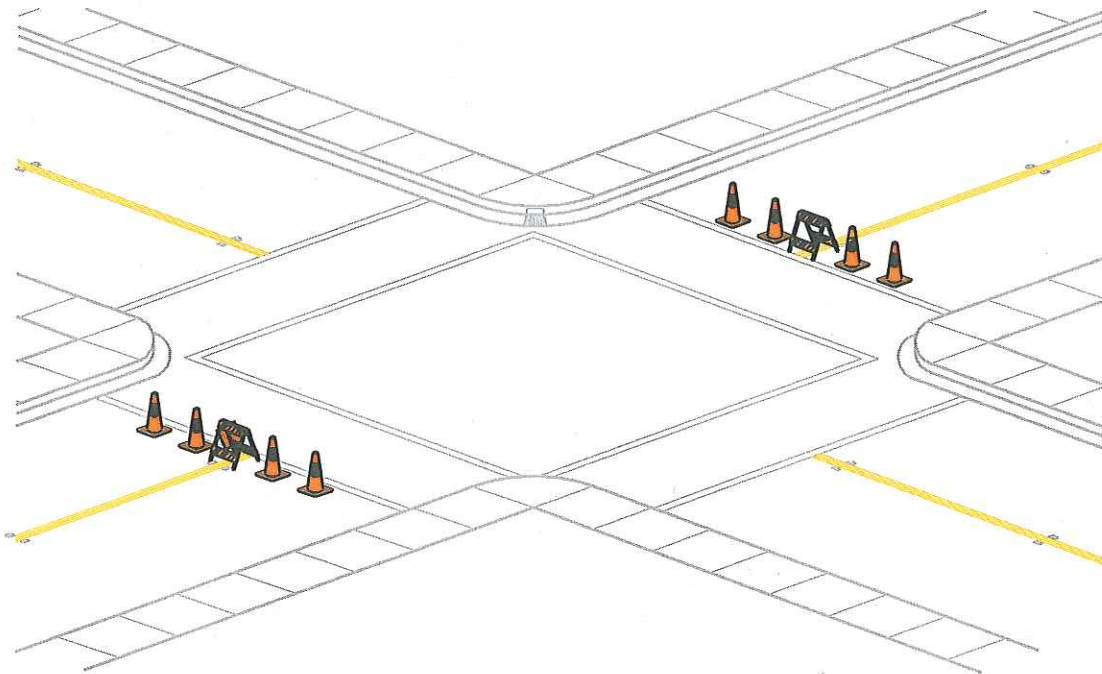
Place the posting log on the dashboard of the vehicle.

What if my tow-away signs are removed?

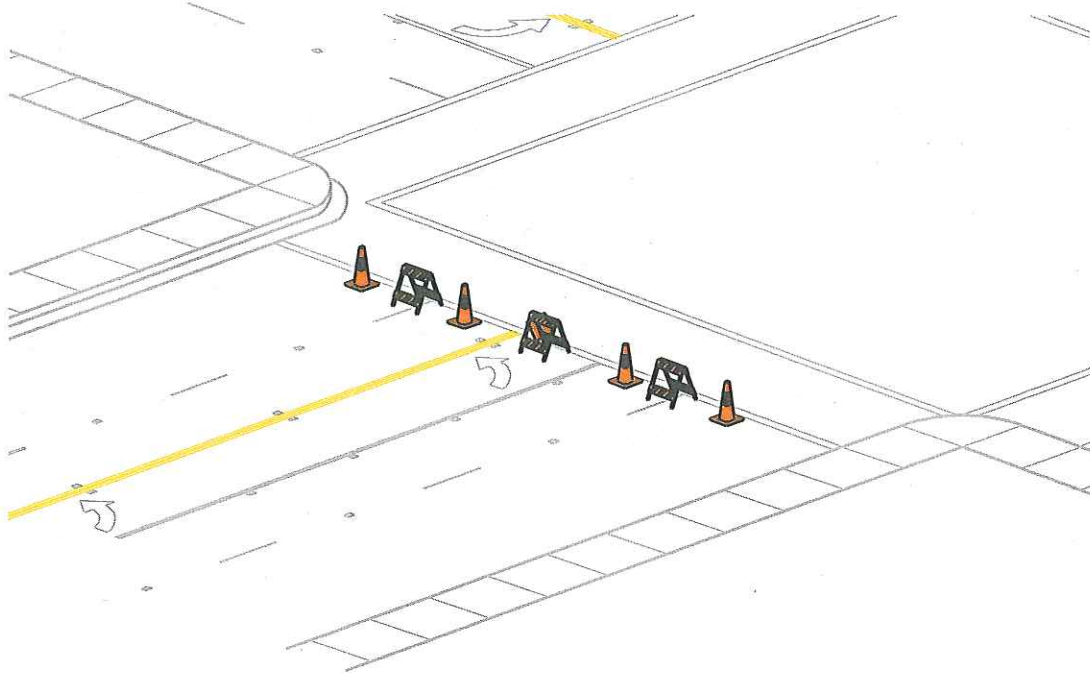
You must repost the tow away signs as soon as possible. Tow-away signs must be posted within 24 to 72 hours before the start of an event or the event organizers will not be authorized to tow.

What if I don't post tow-away signs within 24 hours?

If signs are not posted at least 24 hours before an event, the event organizers will not have the authority to request a vehicle to be towed.

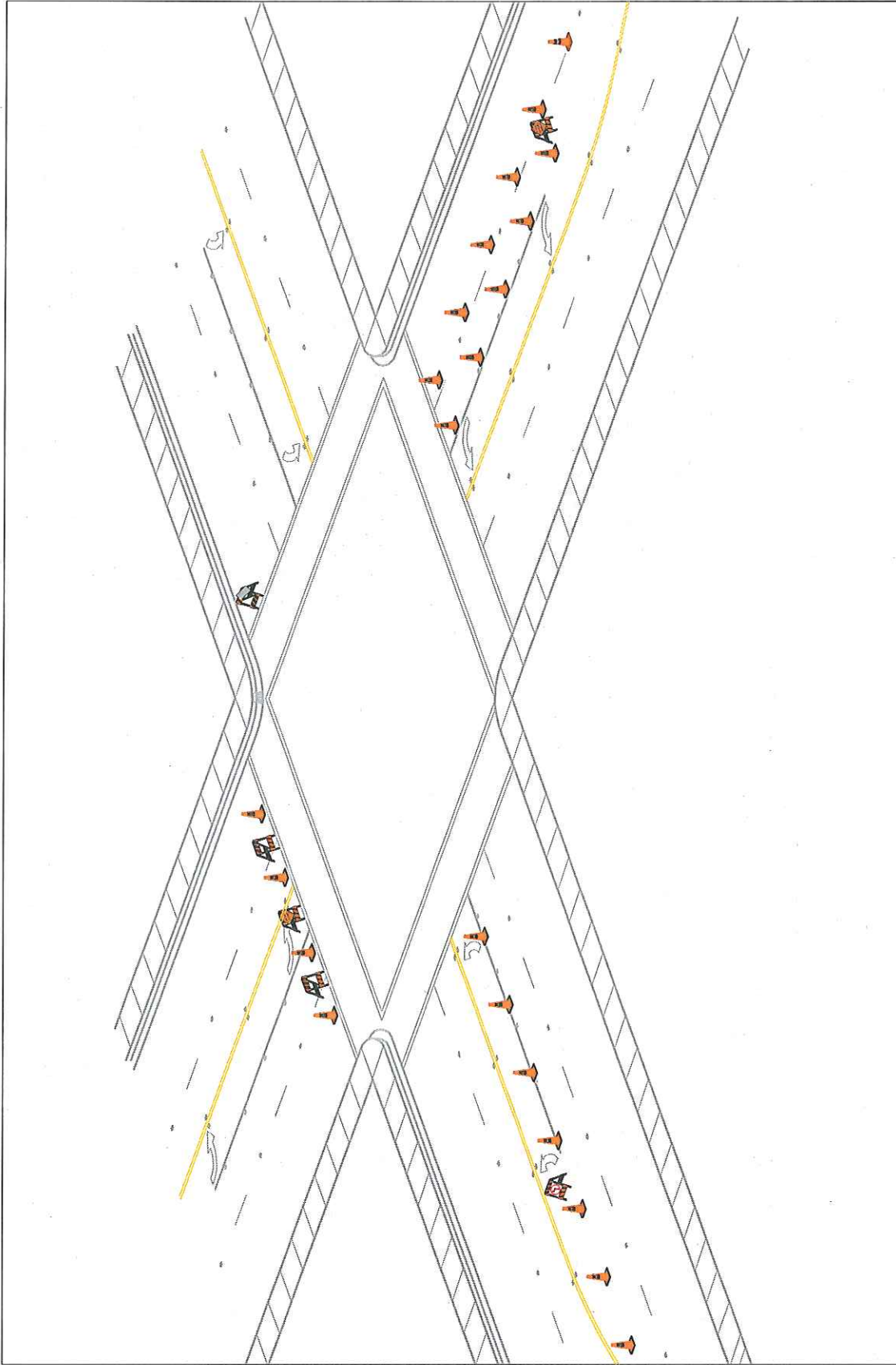


MINOR ARTERIAL STREET CLOSURE
4 CONES, 1 BARRICADE



MAJOR ARTERIAL STREET CLOSURE
4 CONES, 3 BARRICADES





MAJOR ARTERIAL STREET CLOSURE
REDIRECTING TRAFFIC

